COLLECT

(Interfaced with JIS District Case Management System)

User Reference Manual

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District COLLECT System

About This Manual:
This manual is designed to outline and explain all the features for the COLLECT software. It is not a "carved in stone" run manual. It is each court's responsibility to use their selected features to enhance the overall collection effort.

Multiple Court Mode:
*** NOTE*** Most courts will NOT use this feature. This feature will be used only by courts that run multiple JIS court locations on one iSeries or System i computer.

When in this mode the case number, on all displayed screens, will be prefixed with a two-character prefix representing the court id. This two-character prefix is predefined for each court in the customization section of the software (see the Customization section of this manual for instructions in setting up the two character codes).

District COLLECT System Main Menu

```
D6000DMC                    COLLECT System Main Menu           4/09/15  10:47:36

 Select one of the following:

  Maintenance:            1. Collections / Payment Plan
                          2. Case Address Synchronization
                          3. Name Synchronization

  Statements:            4. Standard Statement Print
                          5. Warrant Statement Print
                          6. Collection Agency Extract
                          7. Statement Reprint

  Menus:                  8. Reporting
                          9. Database / Miscellaneous
                         10. Tax Garnishment Processing
                         11. Collection Agency New Case Processing

  System:                80. Customization
  Quit:                  90. Signoff
Type selection, press Enter.  ===> █                          Ver: 15.06.00

F3=Exit    F6=Messages    F7=Spooled Files   F8=Submitted Jobs    F12=Cancel
```

The Collect menu will be displayed to the user when the command **COL** is keyed in on a command line. If JIS has created a special menu for your use, DMC can work with JIS to add an option for the Collect menu.

Screen input edits are as follows:

- The only valid options are listed on the menu, anything else will generate an edit error.

- Menu option 80. Customization allows the user to customize the COLLECT system for use in their court. **You will want to select this option to customize the system prior to initial execution. Also, to verify existing settings and/or set new parameters after every release upgrade.**

NOTE – Menu option 80. Customization is defined at the end of the document.

District COLLECT System Main Menu

Screen function keys are as follows:

        F3=Exit   Exit COLLECT system and return to the previous screen.

        F6=Messages   Display any messages sent to the current user or display station.

        F7=Spooled Files   Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled file listing.

        F8=Submitted Jobs   Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.

        F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan

```
D6000DMC                    Collections Maintenance            4/09/15  10:49:37
                                                                Mode: ALL
Position to name . . . _____ or case . . . _____
Type MAINTENANCE options, press Enter.
 2=Payment Plan      3=Case Notes    6=Notification Letter     7=ROA    More...
 D=Demographic Info  N=SSN Entry  R=Reset Lvl   S=Stop/Start  X=Excuse Payment
  ( X = 3rd Party Collection Agency)       ( X = Non-Public)
Opt  Name                            DOB    Case ID          Bal Due Stat S
  ADKINS/GORDON/Z                  4/11/48 13152379SD         725.00 PROB
_    402 SSN Nts PPH  2            MONTHLY $725 due on 7 starting 5/07/14
_ ADKINS/JAMIE/RYAN                8/10/89 12144292SM       1,696.00 DISP
     358 SSN AdH Nts PPH Rst Inf  2  MONTHLY $20 due on 21 starting 3/21/14
_ ADKINS/JOSEPH/ALAN               4/25/71 05D301556A            .00 DISP
     999  0
_ ADKINS/KATHY/ANN                 6/18/58 02D244938          65.00 WRNT
     999  3
_ AELLEN/MACK/                     5/06/50 9659600CT          15.00 WRNT
      2
_ AFA HOUSING LLC//                        10D402739         270.00 DISP D
     999 AdH Nts PPH
                                                               More...

F3=Exit   F5=All   F6=No Pay Plan   F7=Pay Plan    F8=Prison Sats   F9=Wage Canc
F10=Address Sync   F11=PP History   F12=Cancel   F20=Legend   F23=More Options
```

Dashboard area of the screen.

F23 = More Options will display all available options to the user.

This screen will be displayed to the user when menu option 1 is selected from the main menu. This option allows the user to maintain payment plans and case notes, request tax garnishment, print notification letters, view the register of actions, print wage assignments, print wage cancellations, inquire on payment plan payments, inquire on payment plan history, print remit prisoner funds, print satisfaction of obligations, and stop or start a case from the statement process from a work-list of individuals with a JIS case status of "OPEN". When an individual case gets closed, it will no longer appear on the Collections Maintenance work-list.

The cases in the work-list will display in alphabetical order with the ability to position to cases by name or case id. To position the work-list to a specific name or partial name, simply type in the name in the "position to name" field and press Enter. The work-list will start with the next name that starts with or matches the criteria entered. To position the work-list to a specific case id, simply type in the case id in the "position to case" field and press Enter. The work-list will start with the name on the case id entered.

By using the function keys, the user may subset the cases in the work-list. The three-subset modes are: ALL, PAY PLAN, and NO PAY PLAN. The mode of the program determines what cases are displayed on the screen work-list. The current mode of the program is displayed in the upper right corner beneath the date and time.

Maintenance: 1. Collections / Payment Plan

The "dashboard" area of the screen will have any number of indicators displayed based on the entries and/or events that occur on each case.

Any individual that has an active Wage Assignment will have the abbreviation **WgA** appear in blue underneath the name. Any cases that have Address History will have the abbreviation **AdH** in yellow highlight underneath the name. Any cases that have case notes will have the abbreviation **Nts** in white underneath the name. Any case that has been selected to be reviewed for a tax garnishment will have the abbreviation **TxR** in Turquoise underneath the name. Any case where a tax garnishment has been printed will have the abbreviation **TxF** in turquoise underneath the name. Any case that has an active Remit Prisoner Funds will have the abbreviation **RPF** in yellow underneath the name. Any case that has an open Restitution amount will have the abbreviation **Rst** in red underneath the name. Any case that has Pay Plan History will have the abbreviation **PPH** in pink underneath the name. Any case that has Employer data saved will have the abbreviation **Emp** in blue underneath the name. Any case that has Demographic Information entered will have the abbreviation **Inf** in green underneath the name. Any name/DOB that has a social security number entered into the system will have the abbreviation **SSN** in red highlight underneath the name. The Progressive Statement Level Number, either for Pay Plan or Non-Pay Plan will have a number like _**1**_ in pink highlight. This number is used to indicate the last statement number received. A number of _**0**_ indicates this person has made a recent payment and has been reset to start the notification process over again. Any case that is disposed will have a number **999** (any number from __0 to 999) can appear in white highlight underneath the name. This is the number of days elapsed since last payment. If no payment is found it is the elapsed days since disposition date, or if on a Payment Plan, the number of elapsed days since pay plan start date or Re-amortization date. If multiple cases are on a payment plan, they will all reflect the same number. This "dashboard" is a quick visual way to see information about the case on the surface without having to do extensive research.

Screen input edits are as follows:

There are now 3 separate panels to display all of the available options. Each panel can be displayed in a round-robin fashion with F23=More Options key.

Maintenance options:

```
Type MAINTENANCE options, press Enter.
 2=Payment Plan      3=Case Notes   6=Notification Letter     7=ROA    More...
 D=Demographic Info  N=SSN Entry  R=Reset Lvl   S=Stop/Start   X=Excuse Payment
```

Forms options:

```
Type FORMS options, press Enter.
 5=Tax Garnishment   8=Wage Assignment/Employer Data     9=Wage Cancellation
 0=Satisfaction of Obligation   P=Remit Prisoner Funds                 More...
```

Inquiry options:

```
Type INQUIRY options, press Enter.
 A=Address History     E=Event/Payment    H=Pay Plan History
 I=Pay Plan Payment                                              More...
```

Maintenance: 1. Collections / Payment Plan

- All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options are described in more detail on the following pages.

Additional informational highlights on the screen:

Highlighted Case ID indicates this case is NON-PUBLIC.

```
D6000DMC                    Collections Maintenance              9/15  10:49:37
                                                              : ALL
Position to name . . . _____ or ca     . . _____
Type INQUIRY options, press Enter.
 A=Address History    E=Event/Payment    H=Pay Plan History
 I=Pay Plan Payment                                              More...
   ( X = 3rd Party Collection Agency)        ( X = Non-Pub   )
Opt  Name                               DOB   Case ID        Bal Due Stat S
  ▮  BEEBE/BEVERLY/ANN            12/31/66 14E900438        110.00 PEND

  _  BEEBE/PHILLIP/GERALD          7/12/79 13154938SD           .00 DISP
     394 AdH
  _  BEEBE/TYLER/WILLIAM           3/19/89 07090739SM        205.00 DISP
     423 SSN AdH Nts 900   MONTHLY $40 due on 10 starting 2/10/14
  _  BEEDE/DEBORAH/ANN             8/25/58 9437918SM            .00 WRNT
     2
  _  BEEDON/JASON/ROY             11/24/83 14D467913         150.00 DISP
     381 SSN PPH  1
  _  BEEDON/JASON/ROY             11/24/83 14157961ST           .00 WRNT
     SSN PPH  1
                                                              More...
F3=Exit    F5=All    F6=No Pay Plan    F7    Plan    F8=Prison Sats    F9=Wage Canc
F10=Address Sync   F11=PP History    F12      l   F20=Legend   F23=More Options
```

Highlighted Name indicates this case has been sent to a 3rd Party Collection Agency.

Screen function keys are as follows:

F3=Exit	Return to previous display (COLLECT System Main Menu).
F5=Show All	Displays all Payment Plan and Non-Payment Plan cases.
F6=No Payment Plan	Displays only Non-Payment Plan cases.
F7=Payment Plan	Displays only Payment Plan cases.
F8=Prison Satisfactions	Shows all closed cases that have an active remit prisoner funds and allows the user to terminate those.
F9=Wage Cancellations	Shows all closed cases that have an active wage assignment and allows the user to cancel those.
F10=Case Addr Sync	This key is a short cut to the Case Address Synchronization program (option 2 from the COLLECT System Main Menu).

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Maintenance: 1. Collections / Payment Plan

F11=Pay Plan History	Will allow the user to inquire on all payment plans that were satisfied/terminated starting with this release.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.
F20=Legend	Displays the legend window.
F23=More Options	Toggles the available options.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance

```
D6000DMC               Payment Plan Verification              5/27/12  12:59:53

Type options, press Enter.
 4=Remove from Group   5=Case Inquiry
                                            Date of
Opt  Name                                  Birth   Case          Amount Due
  ▊   SAIN/MELINDA/J                       6/30/1970 01D191895        53.00
        Offense:  8/28/2001 SAFETY BELT, FAILURE TO WEAR
  _   SAIN/MELINDA/J                       6/30/1970 01D216779A      113.00
        Offense:  8/30/2001 LANE USE, DROVE WRONG WAY ON A ONE-WAY STREET
  _   SAIN/MELINDA/J                       6/30/1970 01D216779B       83.00
        Offense:  8/30/2001 LEFT TURN IN FRONT OF MOVING TRAFFIC/FAIL TO YIELD






                                                                      Bottom

F3=Exit    F12=Cancel
Type options or press ENTER to continue.
```

The Payment Plan Verification screen is an intermediary screen when selecting multiple cases for the entry of a payment plan. If only one case is selected, this screen will be bypassed and the user will go directly to the Payment Plan Maintenance screen (see next page). If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to indicate different defendants were selected. At this point, the user can remove the case from the list using option '4=Remove from group' and press Enter to proceed, or the user can F12=Cancel the process and start over. Using option '4' will not delete the case. It will only remove it from the selected group. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove from Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error.

- The spelling of the name and date of birth **must match exactly** on all selected cases, otherwise the system will not allow the user to proceed to enter the payment plan.

Screen function keys are as follows:

F3=Exit   Exits Payment Plan Verification and returns the user to the Collections Maintenance screen.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance

```
D6000DMC                  Payment Plan Maintenance        4/09/15  12:07:46

Type choice, press Enter.

Name . . . . . . . . . : SAIN/MELINDA/J
Current Address  . . : 1230 SPRING ST
                       MUSKEGON, MI  49442
Date of Birth  . . . :  6/30/70

Payment Frequency. . . M_          ( M=Monthly - Specific day of the month)
                                   (BM=BiMonthly - Specific day every other month
                                   (SM=SemiMonthly - Specific days twice a month)
                                   ( W=Weekly - Specific day every week)
                                   (BW=BiWeekly - Specific day every other week)
                                   (SW=SemiWeekly - Specific days twice a week)
                                   ( X=DayRange - Every XXX days)

Maximum Duration . . .  1  0       (1-10 Years, 0-11 Months)
Specific End Date. . . 12/12/30  (MM/DD/YY - Enter to override Max Duration)



F3=Exit   F8=Address Sync   F12=Cancel   F13=Address History
WARNING:  Different address detected on selected cases, press F8 to correct.
```

Highlighted address indicates not all selected cases have the same address.

If a Specific End Date is entered, it will override the Maximum Duration.

The Payment Plan Maintenance screen will enable the user to select the type of payment plan for the individual. This screen will only appear when entering a new payment plan for an individual. If the address is highlighted, the system has detected different addresses for the cases selected. The user can use F8=Address Sync to correct address discrepancies. The system will choose the most current address from the selected cases.

Screen input edits are as follows:

- Payment frequency is required and must be one of the listed selections on the screen. Any other value will generate an edit error.

- Maximum Duration years and months is required if no Specific End Date has been entered and must be a within the range of 0 years 1 month thru 10 years 0 months. Any other value will generate an edit error.

- Specific End Date is optional and if entered will override the Maximum Duration. This parameter will allow the user to specify an exact date to end the Payment Plan. The End Date of the payment plan cannot exceed 10 years, just like Maximum Duration.

Screen function keys are as follows:

F3=Exit — Exits Payment Plan Maintenance and returns the user to the COLLECT System Main Menu.

F8=Address Sync — Takes the user to the Address Sync program (positioned to the name on the pay plan) to maintain the addresses.

F12=Cancel — Returns the user to the Collections Maintenance screen.

F13=Address History — Displays all previous addresses on file, if available.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance

> **If a SSN has already been stored for this person, it becomes visible here for verification. If it is incorrect or not entered, use F18=Add SSN.**

```
D6000DMC                MONTHLY Payment Plan Maintenance          12   14:21:38
Type information,    Name: SAIN/MELINDA/J  DOB:  6/30/70
  press Enter.    Address: 123 SPRING STREET                   SSN on File
                           MUSKEGON, MI  49442                  343-23-1223
Personal information:                             Total P-P Amt:      249.00
| Date of Agreement  . . .  5/30/12    (MM/DD/YY)  P-P Balance Due:    249.00
| First Payment Due  . . .  5/30/12    (MM/DD/YY)  Max Duration: 2y-6m
|   Amount . . . . . . . .         .00 ($ Expected first payment, if unique.)
| Payments Due on the  . .  __  day of the month. 31=Last day every month.
|   Payment Start Date . .  5/30/12    (MM/DD/YY)
|   Payment Amount . . . .         .00 ($ Expected every payment.)
| Payment Verification . .  F         (F=Full amount, P=Partial amount)
| Case ROA Update  . . . .  A         (A=All (Name-DOB), O=Only selected)
Selected cases for payment plan:
   Case ID       Amount Due   Status    Case ID       Amount Due   Status
   01D191895         53.00    WRNT      01D216779A       113.00     WRNT
   01D216779B        83.00    WRNT
                                                                    Bottom
 F3=Exit  F6=Add Cases  F7=Pay Sched  F8=Addr Sync  F10=Remove Cases  F12=Cancel
 F13=Addr Hist  F14=Chg Dur  F16=Delete  F18=Add SSN  F20=Re-Amort  F22=P-P Inq
 WARNING:  Different address detected on selected cases, press F8 to correct.
```

> **Highlighted address indicates not all selected cases have the same address.**

The second screen of Payment Plan Maintenance will enable the user to enter a date of agreement, first payment due date, first payment amount, which day(s) the payments are due, payment start date, the payment amount, the type of payment verification, and how to update the ROA. When changing an existing payment plan after the first payment due date has elapsed, the only fields that are open for entry are payment verification and case ROA update. If any of the payment plan information needs to be changed after the first payment due date has elapsed, only the payment amount, payment verification, and case ROA update can be changed. If the payment amount is changed, the system will re-amortize the current balance due over the life of the payment plan. If the address is highlighted, the system has detected different addresses for the cases selected. The user can use F8=Address Sync to correct address discrepancies.

Screen input edits are as follows:

- Date of Agreement is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.

- First Payment Due is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.

- Amount (first payment) is not required and if entered must be a non-zero number. Any other value will generate an edit error. If the parameter is left blank, it will be automatically defaulted to the standard payment amount.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance

- Payments Due…… is required.
  Monthly, BiMonthly, SemiMonthly, and Day Range require non-zero numbers to be entered.
  Weekly, BiWeekly, and SemiWeekly require a value of M,T,W,R,F to be entered.

- Payment start date is a required field and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.

- Payment amount is a required field and must be a non-zero number. Any other value will generate an edit error.

- Payment Verification is a required field and must be a "F"=Full Amount or "P"=Partial Amount. Any other value will generate an edit error.

  An "F" will require that the individual pay the full amount agreed to on each scheduled payment date in order to not receive a statement. A "P" will allow the individual to make a payment less the amount agreed in order to not receive a statement.

- Case ROA Update is a required field and must be an "A"=All or "O"=Only selected. Any other value will generate an edit error.

  An "A" will update the ROA for all of the individual's cases. An "O" will only update the ROA for the cases selected for the payment plan.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Maintenance and returns the user to the COLLECT System Main Menu.
F6=Add Case	Will allow the user to add additional cases to the payment plan. This action will force the system to re-amortize active payment plans with the current parameters.
F7=Payment Schedule	Displays the payment plan schedule screen.
F8=Address Sync	Takes the user to the Address Sync program (positioned to the name on the pay plan) to maintain the addresses.
F10=Remove Cases	Will allow the user to remove selected cases from the payment plan. This action will force the system to re-amortize active payment plans with the current parameters.
F12=Cancel	Returns the user to the Collections Maintenance screen.
F13=Address History	Displays all previous addresses on file, if available.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance

F14=Chg Duration F14=Chg End Date	Depending on what option was chosen, this function key will allow the user to change the current duration of the payment plan or the End Date of the Payment Plan. Valid values for Duration are 0 years 1 month thru 10 years 0 months. The valid value for End Date is any valid future date. This action will force the system to re-amortize active payment plans with the current parameters.
F16=Delete	Deletes the payment plan from the COLLECT system. F16 will need to be pressed twice for confirmation of the delete. This <u>DOES NOT</u> delete the case, only the payment plan information. All payment plan information will be logged in the payment plan history files for future reference.
F18=Add SSN	This will display the SSN entry window to allow the user to store the person's SSN in the system. The SSN will be stored by Name/DOB and will remain in the system forever unless it is selected and deleted. When future cases are entered on repeat offenders, the SSN dashboard indicator will come on. Some courts will enter SSN for the person during the Pay Plan interview just in case a Wage Assignment or Tax Garn will be issues in the future.
F20=Re-Amortize	The re-amortize feature will take the current balance due and regenerate the pay plan with existing parameters from the current date. This process will essentially start the payment plan over and restart the statement process.
F22=P-P Inquiry	Displays the Pay Plan Inquiry screen. This will allow access to the information without exiting the Pay Plan program and selection I=Payment Inquiry from the main COLLECT maintenance program. This function is not available in "add" mode.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance
F6=Add Case

```
D6000DMC              MONTHLY Payment Plan Maintenance      5/30/12  14:21:38
Type information,    Name: SAIN/MELINDA/J  DOB:  6/30/70
  press Enter.    Address: 123 SPRING STREET                    SSN on File
                           MUSKEGON, MI  49442                  343-23-1223
Personal information:                            Total P-P Amt:      136.00
| Date of Agreement  . . . _5/30/12_ ┌─────── Add Cases to Pay Plan ───────┐
| First Payment Due  . . . _5/30/12_ │ Type 1=Select, press Enter.         │
|    Amount . . . . . . . .      .00 │ Opt Case ID      Amount Due   Stat  │
| Payments Due on the  . . __ day of th│  ▉ 01D216779A       113.00   WRNT │
|    Payment Start Date . .  _5/30/12_│                                     │
|    Payment Amount . . . .      .00 │                                     │
| Payment Verification . . _F_       │                                     │
| Case ROA Update  . . . . _A_       │                                     │
Selected cases for payment plan:     │                                     │
    Case ID      Amount Due   Status │                                     │
    01D191895        53.00    WRNT   │                                     │
                                     │                                     │
                                     │                             Bottom  │
                                     │ F3=Exit    F12=Cancel               │
F3=Exit  F6=Add Cases  F7=Pay Sched  F8                                   1 │
F13=Addr Hist  F14=Chg Dur  F16=Delete│                                     │
 WARNING:  Different address detected on└─────────────────────────────────┘
```

The Add Cases to Pay Plan window screen allows the user to add additional cases to the payment plan for the name/date of birth. This screen shows all of the cases for the payment plan name/date of birth combination that are currently not on the payment plan, are open, and have an amount due.

To add one or more cases to the current pay plan, just type 1=select in the option field for all cases to be added and press enter.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan and returns the user to the Collections Main Menu.
F12=Cancel	Returns the user to the Payment Plan Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance
F7=Payment Schedule

```
D6000DMC                    Payment Schedule              5/30/12  14:26:29
View information, press Enter.
Name: SAIN/MELINDA/J                        Date of Agreement:  4/17/12
      123 SPRING STREET                     First Payment Due:  5/01/12
      MUSKEGON, MI  49442                       Amount  . . . :     35.00
 DOB:  6/30/70                               MONTHLY Payment Plan
Total Pay Plan Amount:     249.00              Payment Amount:     25.00

  Cases on      ||  Pay                              Payment     Balance
  Pay Plan      ||   #    Payment Due Date           Amount        Due
  01D191895     ||   1    Tuesday   - May 1, 2012     35.00       214.00
  01D216779B    ||   2    Friday    - June 1, 2012    25.00       189.00
  01D216779A    ||   3*   Friday    - June 29, 2012   25.00       164.00
                ||   4    Wednesday - August 1, 2012  25.00       139.00
                ||   5*   Friday    - August 31, 2012 25.00       114.00
                ||   6    Monday    - October 1, 2012 25.00        89.00
                ||   7    Thursday  - November 1, 2012 25.00       64.00
                ||   8*   Friday    - November 30, 2012 25.00      39.00
                ||   9*   Friday    - December 28, 2012 25.00      14.00
                ||  10    Friday    - February 1, 2013 14.00         .00
                                                                  Bottom

 F3=Exit   F10=Print Schedule/Coupons   F12=Cancel          (* Date adjusted)
```

The Payment Schedule screen displays the breakdown of when payments are due, how much is due, and when the total fine will be paid off. This screen also shows all of the cases that are currently on a payment plan for the individual selected.

Screen function keys are as follows:

F3=Exit	Exits Payment Schedule and returns the user to the Collections Maintenance screen.
F10=Print Sched/Coupons	Prints the Payment Schedule and/or Payment Coupons on active payment plans. When the print is complete it returns the user to the Collections Maintenance screen.
F12=Cancel	Returns the user to the Payment Plan Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 2=Maintain Payment Plan
F7=Payment Schedule
F10=Print – Payment Schedule Example

The QR Code is optional and allows for easier payments over the web with a smart phone.

Page headings are customizable. This is defined in the Customization Section of the software.

Attention Text is customizable. It is defined in the Customization Section of the software.

PAYMENT   SCHEDULE
AGREEMENT & ORDER FOR INSTALLMENT PAYMENTS
(EXCLUSIVE OF SOBRIETY COURT CONTRACTS)
PAYMENTS SHOULD BE MADE PAYABLE TO: 60TH DISTRICT COURT
MAIL PAYMENTS TO: 60TH DISTRICT COURT
                     990 TERRACE STREET
                     MUSKEGON MI 49442

        INQUIRIES: 231-724-6334
CREDIT CARD PAYMENTS: 877-698-6727

Pay Online!
www.GovPayNOW.com
(Monroe Location Code 1483)

BRIEL/RIGOBERTO/
S NEWAYGO RD
CASNOVIA, MI 49318

Defendant Date of Birth:	6/08/85
Total Pay Plan Amount:	264.00
Date of Agreement:	8/30/13
First Payment Due:	8/30/13
Amount:	50.00
MONTHLY Payment Plan	
Payment Amount:	25.00

⚠️ ATTENTION

Defendant agrees to the terms of this payment schedule; understand that failure to pay will void this agreement, resulting in additional penalties which can include a Bench Warrant for their arrest.

CASE ID	PAY#	DUE DATE		PAY AMT	BALANCE
07094023SM	1	Friday	- August 30, 2013	50.00	214.00
	2	Monday	- September 30, 2013	25.00	189.00
	3	Thursday	- October 31, 2013	25.00	164.00
	4*	Friday	- November 29, 2013	25.00	139.00
	5	Tuesday	- December 31, 2013	25.00	114.00
	6	Friday	- January 31, 2014	25.00	89.00
	7	Friday	- February 28, 2014	25.00	64.00
	8	Monday	- March 31, 2014	25.00	39.00
	9	Wednesday	- April 30, 2014	25.00	14.00
	10*	Friday	- May 30, 2014	14.00	.00

X
_____
Defendant

_____
Date

Approved by

* After PAY# denotes adjustment due to weekend or holiday.
Page   1

8/30/13

PaySch (06/2007)

DMC
TECHNOLOGY GROUP, INC.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance

```
D6000DMC                  MONTHLY Payment Plan Maintenance      5/30/12  14:21:38
Type information,    Name: SAIN/MELINDA/J  DOB:  6/30/70
  press Enter.    Address: 123 SPRING STREET                   SSN on File
                    ─── Pay Plan Activation ───                           223
Per                                                                       49.00
| D    Press Enter again to ACTIVATE the Payment Plan, or F12=Cancel.     49.00
| F
|      If activating Payment Plan,                                        ue.)
| P       Print Payment Schedule . . . . . Y  ('Y'es, 'N'o)
|         Print Payment Coupons  . . . . . N  ('Yes, 'N'o)
|          Coupon Date Range  . . . . . .  5/01/12 to  2/  /13
| P                                                    These values were defaulted from
| C    Date Printed   User        Date Range           the customization and can be
Sel                                                    overridden on this screen.

                                        Entries will be logged in this section
                                        of the screen every time coupons
       F3=Exit    F12=Cancel            are printed for this pay plan.


                                                                        Bottom
F3=Exit  F6=Add Cases  F7=Pay Sched  F8=Addr Sync  F10=Remove Cases  F12=Cancel
F13=Addr Hist  F14=Chg Dur  F16=Delete  F18=Add SSN  F20=Re-Amort  F22=P-P Inq
WARNING:  Different address detected on selected cases, press F8 to correct.
```

The Payment Plan Activation screen will appear to the user when all necessary information is entered on the payment plan maintenance screen and the user presses Enter. This screen allows the user to activate the payment plan. It also allows the user to print a payment schedule and/or payment coupons. This screen will only appear when the user is entering a new payment plan or re-amortizing an existing payment plan.

Screen input edits are as follows:

- Print Payment Schedule is required and must be a "Y"es or "N"o. Any other value will generate an edit error.

- Print Payment Coupon is required and must be a "Y"es or "N"o. Any other value will generate an edit error.

- Coupon Date Range is required when printing payment coupons and restricted to valid dates within the pay plan. Coupon date ranges will be kept for history purposes and displayed on the bottom section of the window to be used as reference point when the entire coupon book is not printed.

Screen function keys are as follows:

F3=Exit   Returns the user to the Collections Maintenance screen.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan
Payment Coupon – Example

WAHMHOFF/JERRY/J
627 W BRIDGE ST
PLAINWELL, MI 49080
DOB: 9/09/75

Payment Number: **1**
Payment Amount: $50.00
Due Date: Tuesday - May 1, 2007

Make Payment To:
99th District Court
999 Elm Street
Your City, MI 99999-9999
Coupon Payment
999-999-9999

Payment Information:
Case ID: 03031066B +
Balance Due After Payment: $208.00

> The plus indicates there are more cases listed on this payment plan then just the one shown.

CUT HERE

WAHMHOFF/JERRY/J
627 W BRIDGE ST
PLAINWELL, MI 49080
DOB: 9/09/75

Payment Number: **2**
Payment Amount: $40.00
Due Date: Wednesday - May 16, 2007

Make Payment To:
99th District Court
999 Elm Street
Your City, MI 99999-9999
Coupon Payment
999-999-9999

Payment Information:
Case ID: 03031066B +
Balance Due After Payment: $168.00

CUT HERE

WAHMHOFF/JERRY/J
627 W BRIDGE ST
PLAINWELL, MI 49080
DOB: 9/09/75

Payment Number: **3**
Payment Amount: $40.00
Due Date: Friday - June 1, 2007

Make Payment To:
99th District Court
999 Elm Street
Your City, MI 99999-9999
Coupon Payment
999-999-9999

Payment Information:
Case ID: 03031066B +
Balance Due After Payment: $128.00

> The asterisk indicates the date of this payment has been adjusted due to a weekend or holiday.

CUT HERE

WAHMHOFF/JERRY/J
627 W BRIDGE ST
PLAINWELL, MI 49080
DOB: 9/09/75

Payment Number: **4***
Payment Amount: $40.00
Due Date: day - June 18, 2007

Make Payment To:
99th District Court
999 Elm Street
Your City, MI 99999-9999
Coupon Payment
999-999-9999

Payment Information:
Case ID: 0303106 +
Balance Due After Payment: $88.00

* After payment number denotes adjustment due to weekend or holiday.

DMC
TECHNOLOGY GROUP, INC.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance
F10=Remove Cases

```
D6000DMC              MONTHLY Payment Plan Maintenance      5/30/12  14:21:38
Type information,    Name: SAIN/MELINDA/J  DOB:  6/30/70
  press Enter.    Address: 123 SPRING STREET                    SSN on File
                           MUSKEGON, MI   49442                 343-23-1223
Personal information:                            Total P-P Amt:      249.00
| Date of Agreement  . . .  4/17/12        ── Remove Cases from Pay Plan ──┐
| First Payment Due  . . .  5/01/12        Type 4=Remove, press Enter.
|    Amount . . . . . . . .     35.00      Opt Case ID      Amount Due  Stat
| Payments Due on the  . .  1 day of th    ▌   01D191895        53.00   WRNT
|    Payment Start Date . .   6/01/12       _  01D216779B       83.00   WRNT
|    Payment Amount . . . .     25.00       _  01D216779A      113.00   WRNT
| Payment Verification . . F
| Case ROA Update  . . . . A
Selected cases for payment plan:
    Case ID       Amount Due   Status
    01D191895         53.00    WRNT
    01D216779A       113.00    WRNT


                                                                  Bottom
                                            F3=Exit    F12=Cancel
F3=Exit  F6=Add Cases  F7=Pay Sched  F8                                    l
F13=Addr Hist  F14=Chg Dur  F16=Delete  ┌─────────────────────────────────┘
 WARNING:  Different address detected on
```

The Remove Cases from Pay Plan window screen allows the user to remove cases from the payment plan for the name/date of birth. This screen shows all of the cases for the payment plan name/date of birth combination that are currently on the payment plan.

To remove one or more cases from the current pay plan, just type 4=Remove in the option field for all cases to be removed and press enter.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan and returns the user to the Collections Main Menu.
F12=Cancel	Returns the user to the Payment Plan Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance
F13=Addr Hist

```
 D6000DMC                 MONTHLY Pa ┌──────── Address History ────────┐
 Type information,    Name: SAIN/ME  │View info, press Enter. Case: 01D191895
   press Enter.    Address: 123 SPR  │Current   SAIN/MELINDA/J
                            MUSKEGO   │Address:  1212 SPRING STREET
 Personal information:               │          APT# 12
 | Date of Agreement  . . .  4/17/   │          MUSKEGON         MI  49442
 | First Payment Due   . . .  5/01/  │                              Changed
 |   Amount . . . . . . .      ____   │Previous Address(es)           Date
 | Payments Due on the  . .  1 day   │1230 SPRING STREET            5/27/12
 |    Payment Start Date . .   6/0    │MUSKEGON          MI 49442
 |    Payment Amount . . . .   ____   │----------------------------------------
 | Payment Verification . .  F        │
 | Case ROA Update  . . . .  A        │
 Selected cases for payment plan:    │
    Case ID       Amount Due   Sta   │
    01D191895          53.00   WRN   │
    01D216779A        113.00   WRN   │
                                     │
                                     │
                                     │                              Bottom
 F3=Exit  F6=Add Cases  F7=Pay Sch  │ F12=Cancel
 F13=Addr Hist  F14=Chg Dur  F16=D   └─────────────────────────────────┘
```

The Address History window screen allows the user to view all previous addresses on file, if available. Since the address is stored in the database at the case level, the first case selected will be used to look for history. This screen is displayed with information from the ROA whenever the address is changed.

Screen function keys are as follows:

       F12=Cancel   Returns the user to the Payment Plan Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance
F14=Chg Duration

```
D6000DMC                MONTHLY Payment Plan Maintenance        5/30/12   14:
Type information,    Name: SAIN/MELINDA/J   DOB:  6/30/70
  press Enter.   Address: 123 SPRING STREET                     SSN on F
                          MUSKEGON, MI   49442                   343-23-1
Personal information:                               ── Chg Duration ─
| Date of Agreement  . . .   4/17/12    (MM/DD/YY)
| First Payment Due  . . .   5/01/12    (MM/DD/YY)   Max Duration  2  6 (y-m)
|   Amount . . . . . . . .        35.00 ($ Expecte   (From Date of Agreement)
| Payments Due on the  . .   1 day of the month. 3
|   Payment Start Date . .    6/01/12   (MM/DD/YY)   F3=Exit    F12=Cancel
|   Payment Amount . . . .       25.00 ($ Expecte
| Payment Verification . . F          (F=Full am
| Case ROA Update  . . . . A          (A=All (Name-DOB), O=Only selected)
Selected cases for payment plan:
    Case ID        Amount Due   Status    Case ID        Amount Due  Status
    01D191895           53.00   WRNT      01D216779B          83.00  WRNT
    01D216779A         113.00   WRNT

                                                                     Bottom
F3=Exit  F6=Add Cases  F7=Pay Sched  F8=Addr Sync  F10=Remove Cases  F12=Cancel
F13=Addr Hist  F14=Chg Dur  F16=Delete  F18=Add SSN  F20=Re-Amort  F22=P-P Inq
 WARNING:  Different address detected on selected cases, press F8 to correct.
```

The Maximum Duration has a 10 year limit.

The Change Duration window screen allows the user to modify the duration of the pay plan. This function is valid on new and existing payment plans. If the Duration is changed on a currently active payment plan, the system will automatically force a re-amortization.

To change the duration, the user must enter a valid duration ranging from 0 years 1 month thru 10 years 0 months and press enter.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan and returns the user to the Collections Main Menu.
F12=Cancel	Returns the user to the Payment Plan Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 2=Payment Plan Maintenance
F14=Chg End Date

The Plan End
Date has a 10
year limit.

```
D6000DMC                  MONTHLY Payment Plan Maintenance        4/09/15  12:5
Type information,    Name: SAIN/MELINDA/J   DOB:   6/30/70
  press Enter.     Address: 1230 SPRING ST
                            MUSKEGON, MI  49442
Personal information:                                ┌─── Chg End Date ───┐
| Date of Agreement  . . .  4/09/15    (MM/DD/YY)    |                    |
| First Payment Due  . . .  4/15/15    (MM/DD/YY)    |  Plan End Date  12/12/30 |
|    Amount . . . . . . . .    30.00 ($ Expecte      |                    |
| Payments Due on the  . . 15 day of the month. 3    |                    |
|    Payment Start Date . .   5/15/15  (MM/DD/YY)    |  F3=Exit   F12=Cancel |
|    Payment Amount . . . .    30.00 ($ Expecte      └────────────────────┘
| Payment Verification . . F          (F=Full am
| Case ROA Update  . . . . A          (A=All (Name-DOB), O=Only selected)
Selected cases for payment plan:
   Case ID       Amount Due  Status    Case ID       Amount Due  Status
   01D191895         53.00   WRNT      01D216779A        113.00   WRNT
   01D216779B        83.00   WRNT


                                                               Bottom
F3=Exit         F5=Calc Paymt   F6=Add Cases       F7=Pay Sched  F8=Addr Sync
F10=Rmv Cases   F12=Cancel      F13=Addr Hist      F14=End Date  F16=Delete P-P
F18=Add SSN     F20=Re-Amort    F22=P-P Inquiry
WARNING:  Different address detected on selected cases, press F8 to correct.
```

The Change End Date window screen allows the user to modify the end date of the pay plan. This function is valid on new and existing payment plans. If the End Date is changed on a currently active payment plan, the system will automatically force a re-amortization.

To change the end date, the user must enter a valid future date from the current date and press enter. Any date over 10 years will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan and returns the user to the Collections Main Menu.
F12=Cancel	Returns the user to the Payment Plan Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes (Single Case Update)

```
 D6000DMC                          Case Notes                   5/27/12  13:21:39


  Case ID . . : 08103466SM    D01 Name . . : SMITH/SHAUNTESA/JANA
                                  Address. : 2039 5TH
                                             MUSKEGON HEIGHTS, MI  49444
 Type options, press Enter.        Charge . : RF 3RD DEG
  4=Delete    7=Move to ROA-Today    9=Move to ROA-Actual


 Opt  Date      Time    By  Notes...    ( █ = Written to ROA)
  █   3/01/12  8:59:14 TED  IN JAIL PER 3/1/12 JAIL REPORTS; ON PV SENTENCES 15
                            DAYS; P/O OR RCOL UPON REL 3/15/12
  _   2/17/12  9:52:10 TED  RELEASED FROM JAIL PER 2/17/12 JAIL RPTS; PV HRGS
                            PDNG 2/29/12
  _   2/15/12  7:54:09 TED  IN JAIL PER 2/15/12 JAIL REPORTS; ON PV WRNTS
```

Notes appearing in
RED have also been
written to the ROA.

```
                                                                       Bottom
 F3=Exit   F5=View Cases   F6=Add Notes   F10=Print   F12=Cancel
```

The Case Notes screen will enable the user to add notes pertaining to the selected case(s). The notes are displayed in descending date and time order, this way the most recent case note will be at the top of the list. The notes that were also written to the register of actions will appear in Red.

If a case note that was also written to the register of actions is deleted, the case note will ONLY be deleted in the Collection system. IT WILL REMAIN IN THE REGISTER OF ACTIONS. You must delete the case note from the register of actions through the normal JIS process.

Screen input edits are as follows:

- The only valid options are 4=Delete, 7=Move to ROA-Today, and 9=Move to ROA-Actual. All other entries in the Option column will generate an edit error.

- Option 7=Move to ROA-Today, will allow the user to move a case note, originally not written to the ROA, to the ROA using the current date as the date of event.

- Option 9=Move to ROA-Actual, will allow the user to move a case note, originally not written to the ROA, to the ROA using the entered date as the date of event.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes (Single Case Update)

Screen function keys are as follows:

F3=Exit   Exits Case Notes and returns the user to the Collections
                         Maintenance screen.

F5=View Cases   Allows the user to view all cases selected for notes update. If in
                         single case update mode, the same case displayed on the top of
                         the screen will appear in the window. If the program is in multiple
                         case update mode, all cases selected for notes update will be
                         listed in the window. This feature is described in more detail in the
                         multiple case notes update section of the manual.

F6=Add Notes   Sends the user to the Case Notes Entry screen (described in
                         further detail below).

F10=Print   Generates a print out of all the case's case notes to the user's
                         spooled file.

F12=Cancel   This key will function the same as F3=Exit from this screen and
                         has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes (Multiple Case Update)

```
D6000DMC                 Case Notes Verification              5/27/12  13:32:57

Type options, press Enter.
 4=Remove from Group    5=Case Inquiry
                                               Date of
Opt  Name                                      Birth    Case            Amount Due
 █   SMITH/SHAUNTESA/JANA                    12/11/1990 08103466SM          180.00
        Offense:  7/30/2008 RETAIL FRAUD 3RD DEGREE
 _   SMITH/SHAUNTESA/JANA                    12/11/1990 08104560SM          360.00
        Offense:  9/08/2008 RETAIL FRAUD 3RD DEGREE




                                                                         Bottom

F3=Exit    F12=Cancel
Type options or press ENTER to continue.
```

The Case Notes Verification screen is an intermediary screen when selecting multiple cases for
the entry of a case note. If only one case is selected, this screen will be bypassed and the user
will go directly to the case maintenance screen. If the name or date of birth does not match the
first case in the list, the case will be highlighted in pink to show the difference. At this point, the
user can remove the case from the list using option '4=Remove from group' and press Enter to
proceed, or the user can press F12=Cancel the process and start over. Using option '4' will not
delete the case. It will only remove it from the selected group. If more information is required
for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove for Group and 5=Case Inquiry. All other entries in
  the Option column will generate an edit error.

- The spelling of the name and date of birth **must match exactly** on all selected cases,
  otherwise the system will not allow the user to proceed to enter case notes.

Screen function keys are as follows:

    F3=Exit   Exits Case Notes and returns the user to the Collections
                              Maintenance screen.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes (Multiple Case Update)

```
 D6000DMC                        Case Notes                    5/27/12  13:34:21

 Case ID . . : 08103466SM   D01 Name . . : SMITH/SHAUNTESA/JANA
                                Address. : 2039 5TH
                                           MUSKEGON HEIGHTS, MI  49444
                                MULTIPLE CASE Update - First Case Shown
 Press F6=Add Notes or F3=Exit

    Date      Time    By  Notes...   (  = Written to ROA)
   3/01/12  8:59:14 TED IN JAIL PER 3/1/12 JAIL REPORTS; ON PV SENTENCES 15
                                DAYS; P/O OR RCOL UPON REL 3/15/12
   2/17/12  9:52:10 TED RELEASED FROM JAIL PER 2/17/12 JAIL RPTS; PV HRGS
                                PDNG 2/29/12
   2/15/12  7:54:09 TED IN JAIL PER 2/15/12 JAIL REPORTS; ON PV WRNTS




                                                                        Bottom

 F3=Exit   F5=View Cases   F6=Add Notes   F10=Print   F12=Cancel
```

The Case Notes screen will enable the user to add notes pertaining to the selected case(s). The notes are displayed in descending date and time order, this way the most recent case note will be at the top of the list.   The notes that were also written to the register of actions will appear in Red.

Special note:
When only one case is selected, on the collections maintenance screen, the user will have the ability to delete case notes with an option 4=Delete, and send a case note to the ROA that was not originally sent to the ROA with an option 7=Move to ROA – Today or option 9=Move to ROA - Actual (not shown in the example above).

If a case note that was also written to the register of actions is deleted, the case note will ONLY be deleted in the Collection system. IT WILL REMAIN IN THE REGISTER OF ACTIONS.   You must delete the case note from the register of actions through the normal JIS process.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes (Multiple Case Update)

Screen input edits are as follows:

- The only valid options are 4=Delete (when in single case mode), 7=Move to ROA-Today, and 9=Move to ROA-Actual. All other entries in the Option column will generate an edit error.

  Option 7=Move to ROA-Today, will allow the user to move a case note, originally not written to the ROA, to the ROA using the current date as the date of event. Option 8=Move to ROA-Actual, will allow the user to move a case note, originally not written to the ROA, to the ROA using the entered date as the date of event.

Screen function keys are as follows:

F3=Exit	Exits Case Notes and returns the user to the Collections Maintenance screen.
F5=View Cases	Allows the user to view all cases selected for notes update.
F10=Print	Generates a print out of all the case's case notes to the user's spooled file.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes (Multiple Case Update)
F5=View Cases

```
 ┌─ View Cases ─┐              Case Notes                    5/27/12  13:34:21
 │ █            │
 │ Case ID      │   03466SM   D01 Name . . : SMITH/SHAUNTESA/JANA
 │ 08103466SM   │               Address. : 2039 5TH
 │ 08104560SM   │                           MUSKEGON HEIGHTS, MI  49444
 │              │               MULTIPLE CASE Update - First Case Shown
 │              │   s or F3=Exit
 │              │
 │              │   e  By  Notes...   ( █ = Written to ROA)
 │              │   :14 TED IN JAIL PER 3/1/12 JAIL REPORTS; ON PV SENTENCES 15
 │              │             DAYS; P/O OR RCOL UPON REL 3/15/12
 │              │   :10 TED RELEASED FROM JAIL PER 2/17/12 JAIL RPTS; PV HRGS
 │              │             PDNG 2/29/12
 │              │   :09 TED IN JAIL PER 2/15/12 JAIL REPORTS; ON PV WRNTS
 │              │
 │              │
 │              │
 │              │
 │              │
 │              │
 │     Bottom   │                                                      Bottom
 │ F12=Cancel   │
 └──────────────┘   Cases   F6=Add Notes   F10=Print   F12=Cancel
```

The View Cases window will display along the left side of the screen. It will list all currently selected cases for notes update to the user for verification.

Screen function keys are as follows:

F12=Cancel	This key will remove the View Cases window and return the user to the Case Notes maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes Entry

```
D6000DMC                      Case Notes Entry              5/27/12  13:48:31

 Type information, press Enter.    Case ID: 08103466SM   D01
                                   Name . : SMITH/SHAUNTESA/JANA
                         Notes...    MULTIPLE CASE Entry - First Case Shown
Add to ROA . . _     █_____
  (Y=Yes)               _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____

 F3=Exit   F5=View Cases   F8=Add Case ID(s) to Notes   F12=Cancel
```

The Case Notes Entry screen allows the user to enter notes associated with the case(s) selected. This is a text entry screen that will accept any input from the user. Words will automatically move to the next line when there is not enough room on the current line for the whole word. The user can also select to add a case note to the register of action by placing a "Y" es in the Add to ROA field. The note will be added not only to the Collection system but also the JIS register of actions.

Special note:
If the user has selected multiple cases, a banner will display near the top of the screen stating you are entering a note for multiple cases. This banner will not appear if the user selected only one case.

Screen input edits are as follows:

- The only valid option is Y=Yes. All other entries in the Add to ROA column will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits Case Notes and returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes Entry

F5=View Cases   Allows the user to view all cases selected for notes update. If in single case update mode, the same case displayed on the top of the screen will appear in the window. If the program is in multiple case update mode, all cases selected for notes update will be listed in the window.

F8=Add Case ID(s) to Notes

This function key will automatically type all selected case ID(s) into the note directly after the last word entered. Multiple cases will be separated by a comma.

F12=Cancel   Returns the user to the Case Notes screen.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes
F10=Print (Case Notes Example Report)

```
Page    1          0800 - KALAMAZOO                         4/26/07   11:31:36
                   Case Notes

 Case ID . . : 0212753OM      D01 Name . . : ALEXANDER/JAMES/CURTIS
                                  Address. : 1079 BRIDGE
                                             KALAMAZOO, MI   49007
                                  Charge . : FIGHTING


  Date     Time    By  Notes...                                          ROA
 4/26/07 10:36:26 DMC Defendant has agreed to pay fine by Friday.
 2/22/07 13:52:00 JAY LTR FROM DEF STATING HE DOESN'T KNOW ANYTHING ABOUT  Y
                      THESE FINES AND THAT HE ONLY KNOW ABOUT CASE
                      A031745FC (FRIEND OF THE COURT). DEF WAS SENT ORDER
                      TO REMIT PRISONER FUNDS FROM DISTRICT COURT AND HAS
                      COPY. DEF DOES OWES THESE FINES.
11/28/06 10:25:30 JAY ORDER TO REMIT PRISONER FUNDS SENT                   Y


                    ** End of Report **
```

Maintenance: 1. Collections / Payment Plan
Option 5=Request Tax Garnishment

```
                            ─ Request for Tax Garnishment ─

     Type information, press Enter.
                                         Case ID: 04D274096C    WRNT
     Plaintiff                           Amount Due:       201.00
     People of STATE/COUNTY
     c/o 60TH DISTRICT COURT             Defendant
     990 TERRACE STREET                  VANBUREN/KATHLEEN/
     DMC TECH GROUP, MI  49442           664 HOVEY
     Plaintiff's Attorney                APT # C
     ▌36226 TAGUE,TONY,                  MUSKEGON HTS, MI 49444
           990 TERRACE ST                SSN: 367-70-0
           HALL OF JUSTICE
           MUSKEGON, MI 49442
     F3=Exit   F4=Prompt   F5=Case Id's   F12=Cancel
     SSN retrieved for VANBUREN/KATHLEEN/.
     All edits have passed successfully.
     Press Enter to place   UREN/KATHLEEN/
        in the Tax Garnish      iew file.
```

> **If the SSN is on file in the COLLECT system it will be automatically retrieved and placed in this field. It can also be added or updated from this field.**

> **F4=Prompt for Plaintiff Attorney is only available if the Customization Parameter is not set to use Default Plaintiff Attorney. Otherwise it will not display.**

The Request for Tax Garnishment screen will allow the user to view and select a case for tax garnishment. If any of the required information for the Tax Garnishment form is missing, this screen will let the user enter what needs to be corrected before the case can be selected. If all of the information is available the user can press Enter and the case will be marked for tax garnishment and added to the tax garnishment review file where it will remain until it is either printed or deleted.

This process only places the case in "Tax Garnishment Review" status. To further process the case and actually generate the state form, the user will go to the main COLLECT menu option 9. Tax Garnishment Processing, then select option 1. Writ of Tax Garnishment. That procedure is documented in the Tax Garnishment Processing section of the manual.

Screen function keys are as follows:

> F3=Exit   Exits Request for Tax Garnishment and returns the user to the Collections Main Menu.

> F4=Prompt   Allows the user (if available) to select the Plaintiff's Attorney from the defined list in JIS.

> F5=Case ID's   Allows the user to see if multiple cases were selected for the same defendant, even though each case will have a separate Tax Garnishment record.

> F12=Cancel   Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 6=Print Notification Letter

```
D6000DMC                  Notification Letter Verification        8/30/13  11:48:38

Type options, press Enter.
 4=Remove from Group    5=Case Inquiry
                                          Date of
Opt  Name                                 Birth     Case           Amount Due
 _   ALEXANDER/TRENESE/DANTE              3/16/1975 03D259200C         180.00
        Offense:  4/03/2003 SPEED, 1-10 MPH OVER
 _   ALEXANDER/TRENESE/DANTE              3/16/1975 03D261537           54.00
        Offense:  3/10/2003 PARKING, PROHIBITED PARKING
 _   ALEXANDER/TRENESE/DANTE              3/16/1975 03D264535A         201.00
        Offense:  9/25/2003 INSURANCE, NO PROOF OF INSURANCE




                                                                      Bottom

F3=Exit    F12=Cancel
Type options or press ENTER to continue.
```

The Notification Letter Verification screen is an intermediary screen when selecting multiple cases for the notification letter. If only one case is selected, this screen will be bypassed and the user will go directly to the text/letter selection screen. If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to show the difference. At this point, the user can remove the case from the list using option '4=Remove from group'. Using option '4' will not delete the case. It will only remove it from the selected group. The user will not be able to print a notification letter for the selected cases if a name/date of birth combination does not match. The user will need to reselect the correct cases or make the appropriate changes in JIS and then return to this function and try again. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove for Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error.

- The spelling of the name and date of birth **must match exactly** on all selected cases, otherwise the system will not allow the user to proceed in printing the notification letter.

Screen function keys are as follows:

F3=Exit	Exits Notification Letter Verification and returns the user to the Collections Maintenance screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan
Option 6=Print Notification Letter

```
D6000DMC                 Notification Letter Verification        8/30/13   11:48:38

Type options, press Enter.
 4=Remove from Group    5=Case Inquiry
                           ─────── Text Selection ───────
Opt                                                                               e
 _      Type choice, press Enter.              A=Amount Due With Total            0
                                               C=Charge Desc No Total
 _      Text ID . . ? 101    Print Option . . A  T=Charge Desc With Total         0

 _      You were recently ordered to report to pay      and costs                0
        in full or report to Court Collections of the 60   District
        Court.  As of this date, you have not done so.  The
        following cases are outstanding and must be paid in ful
        you must report in person to Court Collections to discuss
        setting up a valid repayment agreement.
        Failure to do so may result in warrants for your arrest.


        F3=Exit    F4=Prompt    F12=Cancel                                      tom

F3=E ═══
Type options or press ENTER to continue.
```

The Print Option field will always "remember" the last selection just like the Text ID.

The Notification Letter print logic will include all open cases selected with an option 6=Print Notification. If multiple cases are selected for a name/date of birth combination, the application will calculate the total balance due for the selected cases. The user is only required to select one case for the individual.

The Text Selection screen will allow the user to select the text to print on the Notification Letter. It will default to the text that was used the last time a notification letter was printed. When the user wants a different text to print on the Notification Letter, they may key in the appropriate message id and press Enter or press F4=Prompt and they can choose from a list of available letters. The screen will be refreshed with the new text. Pressing Enter again, without changing the message id, will actually print the letter and update the register of actions.

The message ids correspond to the notification letter templates (101 – 800) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu.

There are three available print options to choose. Amount Due with Totals, Charge Descriptions with no Totals, and Charge Descriptions with Totals. This will allow the users more flexibility when designing and printing letters.

Screen input edits are as follows:

- A valid Text ID must be entered. Anything else will generate an edit error.
- A valid Print Option must be entered. Anything else will generate an edit error

Maintenance: 1. Collections / Payment Plan
Option 6=Print Notification Letter

Screen function keys are as follows:

F3=Exit   Exits Text Selection and returns the user to the COLLECT System
Main Menu.

F4=Prompt   Displays a window with all the available notification letters (shown
in detail below).

F12=Cancel   Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 6=Print Notification Letter
F4=Prompt

```
DO800DMC              Notification Letter Verification      4/26/07  10:37:41
                      ─────── Statement Text Selection ─────────
  Type   Type options, press Enter.
  4=R     1=Select
         Opt  ID  Statement Text (First 7 Lines)
  Opt     =   101  Our records show that payment on your ticket or file is
  _                delinquent.  Please pay immediately to avoid further
         LETTER    collection activity.

  _
                   Payments may be made by check, certified check, money order
                   or credit card payable to:  8TH DISTRICT COURT
                   ──────────────────────────────────────────────────────────
          _  102  Court records indicate that your outstanding balance has
                   not been paid.  To avoid a warrant for your arrest, please
         LETTER    pay immediately.

                   Payments may be made by check, certified check, money order
                   or credit card payable to:  8TH DISTRICT COURT
                   ──────────────────────────────────────────────────────────
                                                                      Bottom
         F3=Exit   F12=Cancel


  F3=E
  Type
```

The Statement Text Selection screen will appear when the user presses F4=Prompt on the Text Selection screen. This screen will display all of the available notification letters currently defined on the system. The user can select the notification letter text they would like to print by putting a one in the option column and pressing Enter. The letter Id selected will then be returned to the Text Selection screen for the user.

The letter ids correspond to the notification letter templates (101 – 800) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu.

Screen input edits are as follows:

- 1=Select is the only valid option. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits Statement Text Selection and returns the user to the Text Selection screen.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan
Option 6=Print Notification Letter

```
D6000DMC                 Notification Letter Verification      8/30/13  11:48:38

Type options, press Enter.
 4=Remove from Group    5=Case Inquiry
                                   ─ Text Selection ─
Opt                                                                           e
 _     Type choice, press Enter.              A=Amount Due With Total         0
                                              C=Charge Desc No Total
 _     Text ID . . ? 101    Print Option . . A  T=Charge Desc With Total      0
                                     ─ Add ROA Notes ─
 _     You were recently or
       in full or report to    Type notes, press Enter.
       Court.  As of this d
       following cases are     █_____
       you must report in p    _____
       setting up a valid r    _____
       Failure to do so may    _____

                               F3=Exit    F12=Cancel


       F3=Exit    F4=Prompt                                                   m

F3=E
Type options or press ENTER to continue.
```

The Add ROA Notes screen will appear when the user presses Enter on the Text Selection screen. This screen will allow the user to type in notes to be written to the ROA. If no notes are necessary, leave the screen blank and press Enter. If ROA notes are desired, type in the notes necessary and press Enter.   The notes will then be written to the ROA.   The system will "remember" the last ROA note entered (no matter what user entered the note) and redisplay the same note for all subsequent letters generated. This will assist when groups of the same type of letters are being generated.

The processing of the Add ROA Notes screen can be tailored to be displayed or not be displayed in the System Customization.

Screen function keys are as follows:

      F3=Exit   Exits Add ROA Notes and returns the user to the COLLECT Main Menu.

      F12=Cancel   Exits Add ROA Notes and returns the user to the Statement Text Selection screen.

Maintenance: 1. Collections / Payment Plan
Option 6=Print Notification Letter
Report Example

```
                  60th DISTRICT COURT COLLECTIONS            Pay Online!
                         990 Terrace Street
                          HALL OF JUSTICE
                      MUSKEGON, MI  49442-3377
                          (231) 724-6334
                     www.co.muskegon.mi.us/60thdistrict

                                                        www.GovPayNOW.com
                                                       (Monroe Location Code 1483)
        8/30/13


        KARA MARIE GALARNEAU
        1591 RIBLET RD
        MUSKEGON, MI  49445

                                              The QR Code is optional and
                                              allows for easier payments over
                                              the web with a smart phone..

        Dear KARA MARIE GALARNEAU:

        You were recently ordered to report to pay fines and costs
        in full or report to Court Collections of the 60th District
        Court.  As of this date, you have not done so.  The
        following cases are outstanding and must be paid in full OR
        you must report in person to Court Collections to discuss
        setting up a valid repayment agreement.
        Failure to do so may result in warrants for your arrest.


        Overdue case(s) and amount due is listed below.

          10D404931                     11D376190B         198.00
          12D433379A        135.00      12D433379B         175.00




         YOUR TOTAL BALANCE DUE IS:                  $508.00

        Payments can be made via
        www.co.muskegon.mi.us/60thdistrict;in person at D.C.
        Records Office from 8:30 to 4:30 daily;   or by credit card
        1-877-698-6727.  If unable to pay  in full; REPORT TO COURT
        COLLECTIONS DEPT. Collections Dept temporary location 131 E
        Apple Ave, Room 302.  Have financial information available.
        Make payments at Hall of Justice; 2nd floor Records.


        Thank you

        Chief Collections Officer                                  1


     OPNL (04/2005)
```

Maintenance: 1. Collections / Payment Plan
Option 7=Display ROA

```
    Court O  Case 0312438SM   Pty D01  Charge DESTR < $200  Type SM  Status WRNT
  Name ABBOTT/VINCE/ARMAND


    _____
    STATE OF MICHIGAN       |                     | CASE NO:  0312438SM  D01 SM |
    8TH  JUDICIAL DISTRICT  | REGISTER OF ACTIONS | X-REFERENCE #:  0313982     |
    ORI390045J              |                     | STATUS: WRNT                |
    PIN: 0313982            |                     |                             |
    _____

                            JUDGE OF RECORD:
                                     JUDGE: BRIDENSTINE,PAUL J.   P-46410
    STATE OF MICHIGAN v
                                                  CTN: 390300945801
        ABBOTT/VINCE/ARMAND                       TCN:
        468 JASON CT                              SID: 1353853E
        PORTAGE          MI 49024             ENTRY DATE: 01/06/04
                                            OFFENSE DATE: 12/07/03
                                VEHICLE TYPE:       VPN:
    DOB: 10/31/1966  SEX: M  RACE: B  DLN: MI A130847071838   CDL:
    VEH YR:          VEH MAKE:       VIN:              PAPER PLATE:
    _____

    NXT ROA CASE 0312438SM  PTY D01 COUNT OO INQ _____ ST __
     F1-Top F2-Bottom F9-Print                    F13-OutQ Page/Roll F3/F24-Prior
```

The JIS register of actions screen will allow the user to look at the register of actions for the case selected. This screen looks the same as it does when the user is navigating thru the JIS system. You will not be able to use the 'NXT' function. Anything entered on the "hop" line will be ignored and the user will be returned to the previous screen.

Special Note:
The "hop" line can be non-displayed by setting a flag in the Customization section of the COLLECT system. See the Customization section of this manual for further details.

Screen function keys are as follows:

      F3/F24-Prior   Will return the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 8=Wage Assignment / Employer Data

```
D6000DMC                    Collections Maintenance          4/09/15  10:49:37

                          ─ Print Wage Assignment ─

      Type information, press Enter.
      Case . . . . . . . . :   131539160T
      Name . . . . . . . . :   SMITH/JACQULYN/ANNE

      Social Security Number . .  ### - ## - 3662
      Phone Number . . . . . . .  231-268-5850
      Amount . . . . . . . . . .            .00 per _____
      Employer Name  . . . . .  _____
              Address 1 . . . .  _____          ISP
              Address 2 . . . .  _____          /14
              City/ST/Zip . . .  _____ ? _____ ___   RNT

   _  Case ROA Update  . . . . .  A  ('A'll, 'O'nly, 'S   ect) Name/DOB  RNT
      Print Address Cover Page .  N  ('Y'es, 'N'o)
   _  Wage Assignment Action . .  _  ('A'ctive Wag  Assignment)          RNT
                                     ('E'mployer Data Save)
      F3=Exit   F4=Prompt   F12=Cancel                           re...
   F3 SSN retrieved for SMITH/JACQULYN/ANNE.                      e Canc
   F1                                                             tions
```

The Wage Assignment Action field determines if the Wage Assignment is created or Employer information is stored for later use.

If the SSN is on file in the COLLECT system it will be automatically retrieved and placed in this field. It can also be added or updated from this field. A message will be displayed when the SSN is retrieved.

The Print Wage Assignment Employer Data screen will enable the user to enter the necessary information to appear on the wage assignment form to be sent to an employer for the selected case. The user can also select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the employers name and address showing.

The Case ROA Update field allows the user to specifically determine any additional cases ROA to be updated. A value of 'A'll will update every open case (Name/DOB) with Wage Assignment information from the current case. A value of 'O'nly will just update the current case ROA. A value of 'S'elect will display another screen populated with all open cases by Name/DOB for the user to select which additional case ROAs to update.

The Print Address Cover Page will print an additional sheet of paper with the Employer's name and address in the correct spot to be tri-folded with the wage assignment and mailed with a window envelope. The user can select either 'Y'es or 'N'o for this feature.

The Wage Assignment Action field allows the user to create the actual Wage Assignment (Value = "A") or to gather the defendant's Employer Data (Value = "E") which could be used at a later date to create the Wage Assignment. When Employer Data is saved, a blue **Emp** will be displayed on the main screen dashboard indicator area.

When all information is entered for an Active Wage Assignment, and the user presses Enter, the Amount per Check, Employer Name & Address fields are edited for valid entries and if valid, a wage assignment form is generated. An entry will also be made in the register of actions with the sent date and employer name.

Maintenance: 1. Collections / Payment Plan
Option 8=Wage Assignment / Employer Data

Screen input edits are as follows:

- Social Security Number is a required entry. If the SSN is on file in the COLLECT system, it will be automatically retrieved and displayed in this field. If not, the user must enter the correct SSN for this Name/DOB in order to proceed.

- Amount is required and must be a non-zero number. Any other value will generate an edit error.

- Per _____ is required and will allow the user to customize the wage assignment to the individual's payment cycle. Any non-blank entry will be accepted and printed. Some examples of entry in this field includes: check, week, or month.

- Employer Name is a required field. A blank employer name will generate an edit error.

- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.

- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.

- The Case ROA Update field will accept values of 'A'll, 'O'nly, or 'S'elect. Any other value will generate an edit error.

- Print Address Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

- The Wage Assignment Action field is required and must be an "A"ctive Wage Assignment or "E"mployer Data Save.

Screen function keys are as follows:

F3=Exit	Exits Print Wage Assignment and returns the user to the Collections Maintenance screen.
F4=Prompt	Displays a list of all the valid state abbreviations from which the user can select the one they would like. It will then be placed in the State field on the print wage assignment screen.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 8=Wage Assignment / Employer Data
Employer Data Maintenance / Selection

```
D6000DMC                  Collections Maintenance           6/05/14  16:24:08

Position to name . . . _____ or case . . . _____
Type FORMS options, press Enter.
  5=T ──────────────── Wage Assignment Employer Maintenance ────────────────
  0=S │      E M P L O Y E R   D A T A   M A I N T E N A N C E            │  .
      │   Case: 13D454097B    Name: SMITH/ERIC/PAUL                       │
 Opt  │                                                                   │  S
  8 S │   Type option, press Enter.                                       │
      │     1=Select    2=Change    4=Delete                              │
    S │   Opt Employer                     Added Date    Amt per          │
      │   █   SPEEDWAY GAS STATION           6/06/14       50.00 week     │
    S │                                                                   │
      │                                                                   │
    S │                                                                   │
      │                                                                   │
    S │                                                                   │
      │                                                          Bottom   │
    S │   F3=Exit    F6=Add    F12=Cancel                                 │
      │                                                                   │
      │                                                                   │  .
 F3=E └───────────────────────────────────────────────────────────────────┘ nc
 F10=Address Sync    F11=PP History    F12=Cancel    F20=Legend    F23=More Options
```

The Employer Data Maintenance and Selection screen will appear when Employer data is saved in the system. This screen allows the user to select stored Employer Data and easily create a wage assignment (1=Select). The user can also change or delete the store information with options 2=Change or 4=Delete.

Screen function keys are as follows:

F3=Exit	Exits Print Wage Assignment and returns the user to the Collect Main Menu screen.
F6=Add	Allows the user to add more Employers to the list for the possibility of the defendant having multiple jobs.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 8=Print Wage Assignment
Report Example

Original – Court
1ˢᵗ Copy – Employee
2ⁿᵈ Copy – Employer

ORDER FOR ASSIGNMENT OF WAGES

Approved, SCAO

STATE OF MICHIGAN	CASE NO.
8th District Court 123 Elm Street Kalamazoo, MI 99999-9999 269-555-1234	0611763OT

In the matter of: **BREWER/CHESTER/**
                     925 E VINE ST
                     KALAMAZOO, MI 49001

SSN: **###-##-2432**

DOB: **05/25/1965**

Phone: **313-343-3433**

IT IS ORDERED pursuant to MCL 769.1k:

> **The "amount per" field will print here exactly as entered on the screen. Care should be taken to avoid misspellings.**

1. **SPEEDWAY GAS STATION**
   2312 TELEGRAPH
   DETROIT, MI   48888

   employer, shall withhold from the earnings due the person named above the amount of
   $ 50.00 per check effective one week after service upon the employer of a copy of this
   order. The employer shall indicate the case number on the withholding and shall forward the
   withholding to the court at the above address.

2. The employer shall not use this assignment as a basis, in whole or in part, for the discharge
   of the employee or for any other disciplinary action against the employee.

3. Your compliance with this order is required by law.

4. This order shall remain in full force and effect until further order of the court or until the
   total of   **$ 475.00**   has been withheld, whichever comes first.

   06/06/2007
   ───────────────────   ───────────────────────────   ─────────────
   Date   *Judge*   *Bar No.*

NOTE: Wage assignment is a transfer of the right to receive wages, ordinarily effected by means of
a contract. As such, wage assignments are not within the scope of the federal wage garnishment
law. For purposes of this order, however, wages have been defined based on the federal wage
garnishment law. Wages are defined as earnings or compensation paid for personal services whether
called wages, salary, commission, bonus, or otherwise, and can include periodic payments under a
pension or retirement program. (Title III, Section 302, PL 90-321) When required, withholdings shall be
determined using the calculation sheet from SCAO-Approved form MC 14 (Garnishee Disclosure).

CERTIFICATE OF MAILING

I certify that on this date copies of this order were served on the employee and employer by
first-class mail to their last-known addresses.

06/06/2007
───────────────────   ───────────────────────────
Date   *Signature*

MC289 (05/07) **ORDER FOR ASSIGNMENT OF WAGES**   MCL 769.1k, MCL 771.3(2)(f)

Maintenance: 1. Collections / Payment Plan
Option 9=Print Wage Cancellation

```
 D6000DMC                    Collections Maintenance            5/27/09  13:59:45

  Position to name . . . _____ or case . . . _____
 Type options, press Enter.
  5=T  ┌──────────────── Wage Asmt Cncl Select ─────────────────┐
  O=S  │                                                        │
       │   Case: 9546131CT     Name: WABINDATO/DAWN/MARIE       │
 Opt   │                                                        │   Stat S
  _  V │  Type option, press Enter.                             │   DISP
       │     1=Select                                           │
  _  V │  Opt Employer                Sent Date   Amt per Chk   │   WRNT
       │   ▉  K MART                     5/27/09         25.00  │
  _  V │   _  WAL MART                   5/22/09         45.00  │   WRNT
       │                                                        │
  _  V │                                                        │   WRNT
       │                                                        │
  _  V │                                                        │   DISP
       │                                             Bottom     │
  9  W │   F3=Exit    F12=Cancel                                │   WRNT
       │                                                        │
       │                                                        │   More...
 F3=E  └────────────────────────────────────────────────────────┘   age Canc
 F10=Address Sync    F11=PP History    F12=Cancel    F20=Legend   F23=More Options
```

The Wage Assignment Cancellation Selection screen will display when the selected case has more than one wage assignment associated with it. Otherwise, the user will be taken directly to the Print Wage Cancellation screen (described below). The Wage Assignment Cancellation Selection screen will enable the user to select which wage assignment needs to be cancelled. After the user has selected the wage assignment to be cancelled and pressed Enter, the Print Wage Cancellation screen will display.

Screen input edits are as follows:

- The only valid option is 1=Select. All other entries in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits Wage Assignment Cancellation Selection and returns the user to the Collections Main Menu.

F12=Cancel   Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 9=Print Wage Cancellation

```
D6000DMC                  Collections Maintenance        4/09/15  10:49:37
                        ─ Wage Cancellation ─
Po │                                                                    │ _____
Ty │   Type information, press Enter.                                   │
 A │                                                                    │
 I │   Case . . . . . . . . :   070894150M                             │ re...
   │   Name . . . . . . . . :   WABINDATO/LORAN/GENE                   │
Op │                                                                    │ tat S
 _ │   Document Date  . . . . . .   ▌4/09/15                            │ RNT
   │   Social Security Number . .   ### - ## - 3222                     │
 9 │   Phone Number . . . . . . .   231-727-3344                        │ RNT
   │   Employer Name  . . . . . .   JOES                                │
 _ │            Address 1 . . . .   123 ELM STREET                      │ ISP D
   │            Address 2 . . . .   _____                   │
 _ │            City/ST/Zip . . .   LANSING              MI   32222 ____ │ RNT
   │                                                                    │
 _ │   Case ROA Update  . . . . .   S ('A'll, 'O'nly, 'S'elect) Name/DOB│ ISP
   │   Print Form . . . . . . . .   Y ('Y'es, 'N'o)                     │
 _ │     Payments being made . .   _ -or- Debt is satisfied . . .  _   │ RNT
   │   Print Address Cover Page .   N ('Y'es, 'N'o)                     │
   │   F3=Exit   F12=Cancel                                             │ re...
F3 │   SSN retrieved for WABINDATO/LORAN/GENE.                          │ e Canc
F1 └────────────────────────────────────────────────────────────────────┘ tions
```

The Print Wage Cancellation screen will enable the user to print the Order Canceling Assignment of Wages form to be sent to the appropriate employer. The screen will be filled in with the information from the wage assignment being canceled. If a wage assignment cannot be found for the case selected the screen will display with only the document date entered. The user must then fill in the amount owed and the employer name and address before proceeding. The user can modify the document date and employer address. The user can also select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the employer's name and address showing. The employer name cannot be changed. After the date and address are verified and corrected, if necessary, and the user presses Enter, the Order Canceling Assignment of Wages letter will be sent to the user's spool file.

Screen input edits are as follows:

- Document Date is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.

- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.

- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.

Maintenance: 1. Collections / Payment Plan
Option 9=Print Wage Cancellation

- Case ROA Update field allows the user to specifically determine any additional cases ROA to be updated. It will default to the value the Wage Assignment was created with. A value of 'A'll will update every open case (Name/DOB) with Wage Assignment information from the current case. A value of 'O'nly will just update the current case ROA. A value of 'S'elect will display another screen populated with all open cases by Name/DOB for the user to select which additional case ROAs to update.

- Print Form is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

- Payments being made is a selection that must be made to indicate the reason for the cancellation. This parameter is required when printing the form and any non-blank entry will place an "X" in the appropriate box on the form.

- Print Address Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits this feature and returns the user to the Collections Main Menu.
F12=Cancel	Returns the user to the Wage Assignment Cancellation Selection screen (if multiple wage assignments). Otherwise, it will return the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 9=Print Order Canceling Assignment of Wages
Report Example

```
                                                     Original - Court
                                                   1st Copy - Employee
                                                   2nd Copy - Employer

         ORDER CANCELING ASSIGNMENT OF WAGES

Approved, SCAO
  STATE OF MICHIGAN              CASE NO.
  60th District Court
  222 Test Ave                   08X946731
  Muskegon, MI   23982
  Phone: 225-785-9852


In the matter of:    FABER/DARYN/GENE          SSN: ###-##-3232
  (Name(s), Alias(es))  5050 W 32ND STREET
                     FREMONT, MI 49412          DOB: 12/30/1980

                                              Phone: 231-225-2009

1. On 05/27/2009 this court entered an order directing

              JACKSON DAIRY
              1 MAIN STREET
              JACKSON, MI 49855


  to withhold $100.00    per check from the earnings owed the person named above.

THE COURT FINDS:

2. Assignment of wages is unnecessary because  ☐ voluntary payments are being made.

                                               ☒ the debt has been satisfied.


IT IS ORDERED:

3. Assignment of wages of the person named above is canceled.




  05/27/2009
  Date                          Judge                          Bar No.


              ┌─────────────────────────────┐
              │    CERTIFICATE OF MAILING    │
              └─────────────────────────────┘

I certify that on this date copies of this order were served on the employee and
employer by first class mail to their last-known address as defined by MCR 2.107(C)(3).



  05/27/2009
  Date                          Signature



MC 391 (3/09)  ORDER CANCELING ASSIGNMENT OF WAGES      MCL 769.1X, MCL 771.3(2)(f)
```

Maintenance: 1. Collections / Payment Plan
Option A=Address History

```
D6000DMC                    Collec  ┌──────── Address History ────────
                                    │View info, press Enter. Case: 12144292SM
Position to name . . . _____   │Current  ADKINS/JAMIE/RYAN
Type FORMS options, press Enter.    │Address: 2701 HUIZENGA
 5=Tax Garnishment   8=Wage Assig   │         APT# 74
 O=Satisfaction of Obligation   P   │         MUSKEGON          MI  49444
                                    │                              Changed
Opt  Name  ( X = Collect Agency)    │Previous Address(es)          Date
 A ADKINS/JAMIE/RYAN                │480 GLEN OAKS DR  #3C         9/24/12
    _50 SSN AdH Nts PPH Rst         │MUSKEGON          MI 49442
 _ ADKINS/JOSEPH/ALAN               │----------------------------------------
    999
 _ ADKINS/KATHY/ANN
    999
 _ AELLEN/MACK/

 _ AFA HOUSING LLC//
    999 AdH Nts PPH
 _ AFA HOUSING LLC//
    999 AdH Nts PPH
                                    │                              Bottom
F3=Exit   F5=All   F6=No Pay Plan   │F12=Cancel
F10=Address Sync   F11=PP History   │
```

"AdH" listed in the dashboard indicates there are multiple address changes on file. Option "A" will easily view the history.

The Address History inquiry screen is designed to allow the user to easily view all previous addrresses on file for a particular case. All of the information displayed on this screen is harvested directly from the ROA. All cases with "AdH" indicator in the dashboard area inform the user of multiple address changes are on file for this case.

Screen function keys are as follows:

F12=Cancel   Exits the Address History inquiry screen and returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option D=Demographic Info

```
D6000DMC              Defendant Demographic Information      6/05/14  15:27:31
Type information, press Enter.
Name . . . . . . : ADKINS/JAMIE/RYAN
Date of Birth. . : 08/10/89   Phone on file. . : 231-220-8878

Defendant Additional Phone Information:
 Type... CELL_____  Phone... 517 555 1212  Provider... ATT_____
 (2)     _____           _____                  _____
Defendant Additional Contact Information:
 Name... _____  Ph... _____  Relation... _____
 (2)     _____        _____             _____
 (3)     _____        _____             _____
Review Date Reason... _____
Source of Income..... _____
Company Resident Agent Information:
 Name........  _____
 Address......  _____
 (2)           _____  Status.. _____
 City/St/Zip..  _____ __ _____ - ____         Phone... _____
Projected Jail/Prison Out Date... _____  Inst... _____
Comments... _____
 (2)        _____
F3=Exit   F12=Cancel   F16=Delete
```

The Demographic Information screen is a place for the user to store miscellaneous information without it getting lost in the Notes screen. This information is stored and retrieved by Name/DOB and will remain on the system until manually deleted. The user can use these fields however they see fit. As of now, the information does not go anywhere or is it used for any other feature. The indicator **Inf** will be displayed in the dashboard when this information is entered.

Screen function keys are as follows:

F3=Exit   Exits the Demographic Information screen and returns the user to the Collections Maintenance screen.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

F16=Delete   This key will permanently delete the Demographic Information record from the system. The user will then be returned to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option E=Event / Payment Inquiry

The previously "invisible" COLLECT progressive statement number has now surfaced and is displayed on the screen. It will also show whether it was found in the Pay Plan (PP) or Non Pay Plan (NPP) file.

```
D6000DMC                          ─────────── Event / Payment Inquiry
                                  View info, press Enter. Case ID: 1415682
Position to name . . .            Current   AGERSTRAND/ZACHARY/TAYLOR-NELSO  #: 1 PP
Type INQUIRY options, p           Address: 15004 BROOKSIDE DR
 A=Address History     E                   SPRING LAKE      MI  49456
 I=Pay Plan Payment
                                  COLLECT Event / Payment History
Opt  Name  ( X = Collec                    No payments made 01/01/14 thru 04/24/14
 _   AGERSTRAND/SARAH/MAR              ------------------------------------------------
     _97 SSN AdH Nts PP         04/25/14 THIS CASE ADDED TO PAYMENT PLAN
 E AGERSTRAND/ZACHARY/T             Included Case ID(s) on Payment Plan:
     _41 SSN AdH Nts                     14156825SD
 _   AGNEW/ANNETTE/                         No payments made 04/25/14 thru 06/02/14
     493 SSN Nts PPH               ------------------------------------------------
 _   AGNEW/DONNA/SUE             06/03/14 OVERDUE PAYMENT STATEMENT NOTICE SENT.
     999 SSN Nts PPH                Stmt#:   1  Total on Statement: $1,375.00
 _   AGNEW/MICHAEL/JAYZEL           Included Case ID(s) & Balance Due:
     339 AdH                          14156825SD        1,375.00
 _   AGNEW/SHONEE/RANNICA                    No payments made 06/03/14 thru Today
                                                                    Bottom
                                  F10=Print   F12=Cancel
F3=Exit   F5=All   F6=N
F10=Address Sync   F11=
```

The COLLECT Event / Payment Inquiry screen is designed to allow the user to easily view all events in chronological order starting with Offense Date thru current date. All of the information displayed on this screen is harvested directly from the ROA, with a payment lookup between each event. The screen is color coded to relate back to it's event color, with the exception of red (usually bad like a non-payment) or green (usually good like a payment).

Screen function keys are as follows:

F10=Print	This will print the contents of the screen from start to finish. The format is exactly like what is displayed on the screen.
F12=Cancel	Exits the Address History inquiry screen and returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option E=Event / Payment Inquiry
F10=Print - Example

```
Page    1          6000 - DMC TECHNOLOGY GROUP              6/05/14   16:14:31
                   COLLECT Event Listing

   Case ID . . : 14156825SD          Name . . : AGERSTRAND/ZACHARY/TAYLOR-NELSO
                                      Address. : 15004 BROOKSIDE DR
                                                 SPRING LAKE      MI  49456

                                      Charge . : OPER INTOX 2

      COLLECT Event / Payment History
                No payments made 01/01/14 thru 04/24/14
            -----------------------------------------------------
      04/25/14 THIS CASE ADDED TO PAYMENT PLAN
         Included Case ID(s) on Payment Plan:
             14156825SD
                No payments made 04/25/14 thru 06/02/14
            -----------------------------------------------------
      06/03/14 OVERDUE PAYMENT STATEMENT NOTICE SENT.
         Stmt#:    1  Total on Statement: $1,375.00
         Included Case ID(s) & Balance Due:
             14156825SD       1,375.00
                No payments made 06/03/14 thru Today


                      ** End of Report **
```

Maintenance: 1. Collections / Payment Plan
Option H=Pay Plan History

This field will indicate the
**Payment plan was either
Manually Deleted or
Satisfied.**

```
D6000DMC                  Payment Plan History Payment Inquiry

  View information, press Enter.    Name: ABARE/RACHEL/ROS
                               DOB:  2/21/85
  Date of Agreement  . . . :  4/15/10 Grace:5        Total P-P Amt:        164.80
  Date of Termination  . . :  7/06/10 Satisfied      P-P Balance Due:          .00
  Payment Verification . . : FULL Amount           MONTHLY Payment Plan
         Day   Date       Amount   Date       Amount
  Pay#  Due   Due         Due      Paid        Paid      Balance Status
    1   Mon  5/10/10      164.80                         164.80 MISSED payment
                                  7/06/10     129.00      35.80 PAID AFTER PLAN
                                  7/06/10      35.80        .00 Paid in FULL




                                                                        Bottom
    F3=Exit    F5=Case IDs    F8=Add'l Info    F10=Print    F12=Cancel    (* Date adj)
```

The Payment Plan History Payment Inquiry screen has the same look and feel as the active
Payment Plan Payment Inquiry screen. This history inquiry is designed to take a "snap shot" of
the actual Payment Plan as it looked on the termination date.

Screen function keys are as follows:

F3=Exit	Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections Maintenance screen.
F5=Case IDs	Display a separate window to show all cases that were part of this payment plan.
F8=Add'l Info	Display a separate screen showing all parameters of the original payment plan.
F10=Print	Prints the report in the same format as the screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

DMC
TECHNOLOGY GROUP, INC.

Maintenance: 1. Collections / Payment Plan
Option H=Pay Plan History
F10=Print - Example

```
Page    1          6000 - DMC-MUSKEGON-TEST                    6/08/11   14:37:37
                      Payment Plan History Payment Report

Name  . . . . . . . . . : ABARE/RACHEL/ROSE                       DOB:  2/21/85
Date of Agreement . . : 4/15/10              Total Pay Plan Amt:      164.80
Date of Termination . : 7/06/10 Satisfied    Pay Plan Bal Due. :          .00
Payment Verification. : FULL Amount          MONTHLY Payment Plan

      Day   Date     Amount    Date       Amount
Pay#  Due   Due      Due       Paid       Paid       Balance Status
  1   Mon   5/10/10  164.80                           164.80 MISSED payment
                               7/06/10    129.00        35.80 PAID AFTER PLAN
                               7/06/10     35.80          .00 Paid in FULL


Case ID's on Payment Plan:      Case ID         Amt Due   Status
                                09109249SM       150.00   PROB


  (* Date Adjusted)      ** End of Report **
```

Maintenance: 1. Collections / Payment Plan
Option I=Payment Inquiry

The grace period for the payment plan will only be displayed on this screen. It will NOT appear on the printed listing.

```
 D6000DMC                   Payment Plan Payment Inquiry

  View information, press Enter.    Name: DAGEN/RONALD FREDRICK
                                     DOB: 12/06/78
  Date of Agreement  . . . :  6/28/10  Grace:3       Total P-P Amt:     174.00
  Payment Verification . . : FULL Amount            P-P Balance Due:    139.00
                                                MONTHLY Payment Plan

       Day   Date      Amount   Date       Amount                      Payment
  Pay#  Due   Due       Due     Paid        Paid    Balance Status     on Case
     1  Mon  6/28/10    20.00  6/28/10      15.00     159.00 PARTL - 07D348588
     2  Thu  7/01/10    20.00                         159.00 MISSED payment
     3* Mon  8/02/10    20.00  7/23/10      20.00     139.00 RECVD - 07D348588
     4  Wed  9/01/10    20.00
     5  Fri 10/01/10    20.00
     6  Mon 11/01/10    20.00
     7  Wed 12/01/10    20.00
     8* Mon  1/03/11    20.00
     9  Tue  2/01/11    14.00


                                                               Bottom
     F3=Exit   F5=Case IDs   F10=Print   F12=Cancel        (* Date adjusted)
```

The + sign indicates there were multiple payment dates detected. The latest payment date is displayed.

The case ID shown will be the first case the money was applied to for that payment.

The Payment Plan Payment Inquiry screen will enable the user to quickly see the payment history of the individual selected. This screen displays the type of payment plan the individual is on, how much was owed at the start of the plan, how much is still outstanding, and a breakdown of all payments received to date.

If your court uses the Grace Period feature, it will be possible for payment dates to be greater than the due date, if the payment falls within the grace period. Any payments received in the grace period window will be applied to the prior payment period.

Screen function keys are as follows:

F3=Exit   Exits Payment Plan Payment Inquiry and returns the user to the COLLECT Main Menu.

F5=Case IDs   Displays the cases that are currently on the payment plan.

F10=Print   Prints the screen information to a report.

F12=Cancel   Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option I=Payment Inquiry
F5 = Display Case IDs

```
D0800DMC                    Payment Plan P  ┌──── Pay Plan Case IDs ────┐
                                            │View information, press Enter.│
View information, press Enter.    Name:     │ Case ID         Amount Due  Stat│
                                  DOB:      │ 06Z084118B         114.00   DISP│
Date of Agreement  . . . : 6/08/07   Gr     │ 06Z084118C         204.00   DISP│
Payment Verification . . : FULL Amount      │ 06Z091380A         160.00   DISP│
                                            │ 06Z091380C         150.00   DISP│
       Day    Date     Amount    Date       │                                 │
Pay#   Due    Due      Due       Paid       │                                 │
   1   Fri  6/08/07     75.00               │                                 │
   2   Thu  6/21/07     50.00               │                                 │
   3   Thu  7/05/07     50.00               │                                 │
   4   Thu  7/19/07     50.00               │                                 │
   5   Thu  8/02/07     50.00               │                                 │
   6   Thu  8/16/07     50.00               │                                 │
   7   Thu  8/30/07     50.00               │                                 │
   8   Thu  9/13/07     50.00               │                                 │
   9   Thu  9/27/07     50.00               │                                 │
  10   Thu 10/11/07     50.00               │                          Bottom │
  11   Thu 10/25/07     50.00               │ F3=Exit    F12=Cancel           │
  12   Thu 11/08/07     50.00               │                                 │
                                            │                                 │
F3=Exit    F5=Case IDs   F10=Print    F12   └─────────────────────────────────┘


MA   e                    MW                                           02/044
```

The Pay Plan Case IDs screen displays all of the cases currently on the selected payment plan.

Screen function keys are as follows:

F3=Exit	Exits Pay Plan Case Id's and returns the user to the COLLECT Main Menu.
F12=Cancel	Returns the user to the Payment Plan Payment Inquiry screen.

Maintenance: 1. Collections / Payment Plan
Option I=Payment Inquiry
F10 = Print (Report Example)

```
Page    1          0800 - KALAMAZOO                          4/26/07   11:31:57
                   Payment Plan Payment Report

Name   . . . . . . . . : FALLS/SHAWN/RYAN
  DOB . . . . . . . . . :    7/24/83          Total Pay Plan Amount:      408.00
Date of Agreement . . :  3/20/07             Pay Plan Balance Due:          .00
Payment Verification. : FULL Amount          WEEKLY Payment Plan


       Day   Date     Amount    Date     Amount
Pay#   Due   Due      Due       Paid     Paid      Balance Status
   1   Mon   3/26/07    50.00   3/25/07    14.00    394.00 PARTIAL payment
   2   Mon   4/02/07    50.00                       394.00 MISSED payment
   3   Mon   4/09/07    50.00   4/06/07    80.00    314.00 OVER payment
   4   Mon   4/16/07    50.00                       314.00 MISSED payment
   5   Mon   4/23/07    50.00   4/20/07    50.00    264.00 RECEIVED payment
   6   Mon   4/30/07    50.00   4/26/07   264.00       .00 Paid in FULL
   7   Mon   5/07/07    50.00                          .00 Paid in FULL
   8   Mon   5/14/07    50.00                          .00 Paid in FULL
   9   Mon   5/21/07     8.00                          .00 Paid in FULL


Case ID's on Payment Plan:      Case ID          Amt Due   Status
                                04C17638B                   DISP
                                0411717OT                   DISP


   (* Date Adjusted)        ** End of Report **
```

Maintenance: 1. Collections / Payment Plan
Option N=SSN Entry

```
D6000DMC                  Collections Maintenance         4/09/15  10:49:37

Position to name . . . _____ or case . . . _____
Type MAINTENANCE options, press Enter.
 2=Payment Plan     3=Case Notes    6=Notification Letter    7=ROA   More...
 D=Demographic Info  N=SSN Entry  R=Reset Lvl   S=Stop/Start  X=Excuse Payment
 ( X ───────────── SSN Entry ─────────────  c)
Opt  Na                                                    Bal Due Stat S
 N  SCHR │  Type information, press Enter.                 110.00 PEND
         │
 _  SCHR │  Name . . : SCHROEDTER/ROSALYN/LOUISE           427.00 PROB
    34   │  DOB  . . :  7/11/67                       starting 4/14/14
 _  SCHR │                                                 328.80 WRNT
    88   │  SSN  . . . ▌_____                              .00 WRNT
 _  SCHU │
         │  F3=Exit    F12=Cancel
 _  SCHU │                                                    .00 WRNT

 _  SCHUITEMA/TRACI/MICHELLE          7/28/80 13D461693B      .00 PEND
    SSN Nts PPH
                                                             More...
F3=Exit   F5=All   F6=No Pay Plan    F7=Pay Plan   F8=Prison Sats  F9=Wage Canc
F10=Address Sync   F11=PP History   F12=Cancel   F20=Legend   F23=More Options
```

The SSN Entry screen will enable the user to enter the Social Security Number for the person selected. There must be a Date of Birth on the case record before the system will allow entry of a SSN. SSNs will be encrypted and stored in the COLLECT system database. Due to the encryption, the users WILL NOT be able to query or browse the file to retrieve SSNs. All SSNs are stored and retrieved by Name/DOB. The system will not allow entry of a SSN if the DOB is not entered. The user should just enter the digits of the SSN without editing. The cursor will automatically jump over the "-" positions.

SSNs will remain in the COLLECT system forever or until an authorized user selects and deletes them. So when cases get paid off and closed, the SSN will remain in the COLLECT system just in case a future case for the same Name/DOB is entered. If that does occur, the SSN indicator on the COLLECT Maintenance dashboard will indicate SSN on file.

Screen function keys are as follows:

> F3=Exit   Exits the SSN Entry screen and returns the user to the COLLECT System Main Menu.

> F12=Cancel   Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option P=Print Remit Prisoner Funds

```
D6000DMC                    Collections Maintenance          6/06/12  11:11:20
                          Order to Remit Prisoner Funds
Po ┌─────────────────────────────────────────────────────────┐      _____
Ty │  Type information, press Enter.                          │
 2 │                                          ┌─────────────────────────┐
 A │    Case . . . . . . . . :  11D429117     │ The SID number          │ rt ...
   │    Name . . . . . . . . :  VICENTE/DAVID/│ must be entered in      │
Op │                                          │ JIS in order to         │ tat S
 _ │    SID  . . . . . . . . . .  ██████████   │ proceed.                │ RNT
   │    Prisoner Number  . . . . . ▌_____ └─────────────────────────┘
 P │    To . . . . . . . . . . ?  _____     ISP
   │       Institution  . . . . . ?  _____
 _ │       Address 1  . . . . . . .  _____     ISP
   │       Address 2  . . . . . . .  _____
 _ │       City/ST/Zip  . . . . . .  _____ ? __ _____ ____  RNT
   │
 _ │    Print Address Cover Page .  Y                                     RNT
   │    Print MDOC Cover Page  . .  Y
   │                                                                      RNT
 _ │    F3=Exit    F4=Prompt    F12=Cancel
   │    Defendant SID is required.  Correct in JIS & try again.           re...
F3 │                                                                      e Canc
F1 └─────────────────────────────────────────────────────────┘           tions
```

The Print Remit Prisoner Funds screen will enable the user to enter the necessary information to appear on the remit prisoner funds form to be sent to the institution for the selected case. If any of the required information for the Remit Prisoner Funds form is missing, this screen will let the user enter what needs to be corrected before the case can be selected. The user can also select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the institutions name and address showing. When all information is entered, and the user presses Enter, the prisoner number, institution name & address fields are edited for valid entries and if valid, a remit prisoner funds form is generated. An entry will also be made in the register of actions with the sent date and institution name.

Maintenance: 1. Collections / Payment Plan
Option P=Remit Prisoner Funds

Screen input edits are as follows:

- Prisoner Number is a required field. A blank prisoner number will generate an edit error.

- Institution Name is a required field. A blank institution name will generate an edit error.

- Either institution address 1 or address 2 is required. A blank address 1 and address 2 field will generate an edit error.

- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.

- Print Address Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

- Print MDOC Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits Print Remit Prisoner Funds and returns the user to the Collections Maintenance screen.
F4=Prompt	Displays a list of all the valid prisons/jails or state abbreviations from which the user can select the one they would like. It will then be placed in the State field on the print wage assignment screen. Prompt fields are identified with a "?".
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option P=Remit Prisoner Funds
Report Example

Original – Court
1st Copy – MDOC Regional Business Office
2nd Copy – Defendant

Approved, SCAO

STATE OF MICHIGAN 60TH Judicial District	ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS	CASE NO. 08D370967

Court address
60TH District Court, 990 TERRACE STREET, DMC-MUSKEGON-TEST, MI 49442

Court telephone no.
(231) 724-6294

THE PEOPLE OF

NORTON SHORES

v

Defendant's name
PRAAY/MARLEEN/MARIE

Prisoner no. 45W532	DOB 12/28/1986

SID
SID433823

Institution name and address

Send copy of form to:

TO: THE WORDEN
ALGER MAXIMUM CORRECTIONAL FACILITY
INDUSTRIAL PARK DRIVE
PO BOX 600
MUNISING, MI   49862

Michigan Department of Corrections
Regional Business Office
Court Order Processing
4000 Cooper Street
Jackson, MI 49201

THE COURT FINDS:

1. The defendant owes a balance of $ ___ $ 135.00 ___ , **not including restitution** which is collected by the Department of Corrections in accordance with MCL 791.220h, for the obligation ordered in the judgment of sentence or other order dated
___ November 12, 2008 ___ . (A copy of judgment of sentence or order is attached).

IT IS ORDERED:

2. For payment toward the obligation, the Department of Corrections shall collect 50 percent of all funds received by the defendant over $50.00 each month.

3. If the amount withheld at any one time is $100.00 or less, the Department of Corrections shall continue collecting funds from the defendant's prisoner account until the sum of the amounts collected exceeds $100.00, at which time the Department of

Corrections shall remit that amount to this court to   ☐ the above address.   ☒ the following address:

60th District Court
Prisoner Division
990 Terrace street
Muskegon, MI   49442

4. Withdrawal from the defendant's prisoner account and remittance to this court shall continue until the obligat... the defendant transfers to a facility at which an institutional account is not maintained, or if the defendant is parole... or dies, any withheld funds shall be remitted to this court.

07/20/2010
Date

Judge

When a specific address is entered in customization, this box will be checked. If the customization is blank or is the same as the court address, the other box will be checked.

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this order on the defendant at the institution/facility by first-class mail addressed to his/her last-known address as defined in MCR 2.107(C)(3).

07/20/2010
Date

Signature

MC 288 (3/10)   ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS

MCL769.1l

Maintenance: 1. Collections / Payment Plan
Option R=Reset Statement Number

```
D6000DMC                  Collections Maintenance              4/09/15  10:49:37

Position to name . . . _____ or case . . . _____
Type MAINTENANCE options, press Enter.
 2=Payment Plan       3=Case Notes   6=Notification Letter      7=ROA   More...
 D=Demographic Info  N=SSN Entry  R=Reset Lvl   S=Stop/Start  X=Excuse Payment
   ( X = 3rd Party Collection Agency)       ── Reset Statement Number ──
Opt  Name                                 │ Type choice, press Enter.          │
 _  SCHROEDTER/ROSALYN/LOUISE             │ SCHROPP/JONATHAN/DANIEL            │
                                          │ Pay Plan Level:   2               │
 R  SCHROPP/JONATHAN/DANIEL               │ Reset to Progressive Level . . . 0│
    346 SSN Nts  2                        │                                   │
 _  SCHROPP/ROBIN/LYNN                    │ F3=Exit   F12=Cancel              │
    888 SSN AdH Nts PPH                   │                                   │
 _  SCHUCKER/ARTHUR/JACOB                 └───────────────────────────────────┘

 _  SCHUCKER/BRANDON/JAMES                      231SM           .00 WRNT

 _  SCHUITEMA/TRACI/MICHELLE                    1693B           .00 PEND
    SSN Nts PPH
                                                                  More...
F3=Exit   F5=All   F6=No Pay Plan    F7=Pay Plan    F8=Prison Sats  F9=Wage Canc
F10=Address Sync   F11=PP History    F12=Cancel    F20=Legend   F23=More Options
```

This field in Pink Highlight shows the COLLECT Progressive Statement Number.

The COLLECT System keeps track of the last statement number sent to the defendant. When a partial payment is applied to the case, the number will automatically reset back to zero. The R=Reset Statement Number will allow the user manually reset the statement number to a lower value. This may be helpful to resend overdue notices if the defendant has any new cases that were never noticed before. The progressive statement number works with this logic:

- When running statement number 1, it will pick from the pool of defendants at level 0 (zero). Those defendants must pass all other COLLECT overdue notice parameters to receive an overdue notice.

- When running statement number 2, it will pick from the pool of defendants at level 1. Those defendants must pass all other COLLECT overdue notice parameters to receive an overdue notice.

And so on and so forth. Once the defendant reaches the maximum statement level that the court policy sets, they will never receive another statement unless a partial payment was received. That will reset the statement number back to zero, and start the cycle all over again. Now the court has the option to manually reset the statement number and re-try the collection effort on any defendant they choose. The ROA will be updated accordingly.

Screen function keys are as follows:

F3=Exit	Exits the SSN Entry screen and returns the user to the COLLECT System Main Menu.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option O=Print Satisfaction of Financial Obligation

```
D6000DMC                  Collections Maintenance          6/06/12  11:11:20

Po  ┌──────────────────── Satisfaction of Obligation ──────────────────┐  ____
Ty  │                                                                   │
 2  │  Type information, press Enter.                                   │
 A  │  Case . . . . . . . . . :   04058579SM                           │  rt ...
    │  Name . . . . . . . . . :   MINYARD/JASON/LEE                     │
Op  │                                                                   │  tat S
 O  │  SID  . . . . . . . . . . .   2238118E                            │  ISP
    │  Prisoner Number  . . . . .   123123_____                      │
 _  │  To . . . . . . . . . . . ?  _____         │  ISP
    │     Instituition . . . . . ?  BELLAMY CREEK CORRECTIONAL FACILITY  │
 _  │     Address 1  . . . . . . .  1727 WEST BLUEWATER HIGHWAY_____   │  END
    │     Address 2  . . . . . . .  _____      │
 _  │     City/ST/Zip  . . . . . .  IONIA_____ ? MI  48846 ____    │  ROB
    │                                                                   │
 _  │  Print Address Cover Page .  Y                                    │  RNT
    │  Print MDOC Cover Page  . .  Y                                    │
 _  │  F3=Exit   F4=Prompt   F12=Cancel                                 │  RNT
    │                                                                   │
    │                                                                   │  re...
F3  └───────────────────────────────────────────────────────────────────┘  e Canc
   F10=Address Sync   F11=PP History    F12=Cancel    F20=Legend    F23=More Options
```

The Print Satisfaction of Financial Obligation screen will enable the user to print a satisfaction of financial obligation form to be sent to the appropriate institution. The screen will be filled in with the information from the remit prisoner funds being terminated. If a remit prisoner funds cannot be found for the case selected a blank screen will display. The user must then fill in the prisoner number and the institution name and address before proceeding. The user can select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the institution's name and address showing. After the information is verified and corrected, if necessary, and the user presses Enter, the Satisfaction of Financial Obligation form will be sent to the user's spool file.

Screen input edits are as follows:

- Prisoner number is a required field. A blank prisoner number will generate an edit error.

- Institution Name is a required field. A blank institution name will generate an edit error.

- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.

- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.

Maintenance: 1. Collections / Payment Plan
Option O=Print Satisfaction of Financial Obligation

- Print Address Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error.   If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

- Print MDOC Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error.   If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits Print Satisfaction of Financial Obligation and returns the user to the Collections Maintenance screen.
F4=Prompt	By placing the cursor on Institution (To) or State will allow the user to select from the appropriate list. Prompt fields are identified with a "?".
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan
Option O=Print Satisfaction of Financial Obligation
Report Example

Approved, SCAO

Original – Court
1st Copy – MDOC Regional Business Office
2nd Copy – Defendant

STATE OF MICHIGAN 60TH Judicial District	SATISFACTION OF FINANCIAL OBLIGATION	CASE NO. 06081739ST

Court address
  60TH District Court, 990 TERRACE STREET, DMC-MUSKEGON-TEST, MI 49442

Court telephone no.
  (231) 724-6294

THE PEOPLE OF

  STATE OF MICHIGAN

V

Defendant's name
  PRATER/WILLIAM/LEWIS

Prisoner no. PRIS3948222222*	DOB 04/27/1977

SID
  SIDijd984

Institution name and address
  TOM JONES
  BELLAMY CREEK CORRECTIONAL FACILITY
  1727 WEST BLUEWATER HIGHWAY
  IONIA, MI 48846

Send copy of form to:

  Michigan Department of Corrections
  Regional Business Office
  Court Order Processing
  4000 Cooper Street
  Jackson, MI 49201

On   July 20, 2010   this court entered an order to remit prisoner funds for payment toward
    Date

an obligation ordered in a judgment of sentence or other order.

That financial obligation has been paid in full to the court as of   July 20, 2010   .
                                                                          Date

    07/20/2010
    Date   Court clerk / Deputy court clerk

                        CERTIFICATE OF MAILING

I certify that on this date I served a copy of this satisfaction of obligation on the defendant and the institution/facility by first-
class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3).

    07/20/2010
    Date   Signature

MC 290 (3/10)   SATISFACTION OF FINANCIAL OBLIGATION

Maintenance: 1. Collections / Payment Plan
Option S=Stop Code/Start

```
D6000DMC                  Collections Maintenance              6/05/14

Position to name . . . _____ or case . . .
Type MAINTENANCE options, press Enter.
 2=Payment Plan        3=Case Notes   6=Notification Letter   7=ROA
 D=Demographic Info   N=S              ─── Stop Code Selection ───

Opt  Name  ( X = Collect    Type selection, press Enter.
 S  SMITH/ANTHONY/RODRIQUE   Stop Code Selection . . . S
     AdH  Inf
 _  SMITH/ARNESHEIA/RENEE    Code Desc/ROA Text
     55  AdH  Nts PPH         A   Address Stop - Mail returned - bad address
 _  SMITH/ASHLEIGH/LYNN       B   STMT STOP; DEF DECLARED BANKRUPTCY
     SSN  PPH                 D   Stop Sending Overdue Statements;(NO DOB)
 _  SMITH/ASIA/NAKAI          J   STMT STOP; DEF IN JAIL
     125  AdH                 M   STMT STOP; DEF IN REHAB/OTHER MEDICAL
 _  SMITH/BENJAMIN/LEE        P   STMT STOP; DEF IN PRISON
     308  SSN  AdH  Nts PPH                                   More...
 _  SMITH/BRADLEY/KEITH JR   F12=Cancel
     406

F3=Exit   F5=All   F6=No Pay Plan   F7=Pay Plan   F8=Prison Sats   F9=Wage Canc
F10=Address Sync   F11=PP History   F12=Cancel   F20=Legend   F23=More Options
```

All stop codes (except "A" and "S") can be user defined in the Customization area of the system. ROA text for Adding and Removing the stop code can also be user defined.

The main collection screen will also allow the user to stop or start an individual case from receiving a statement. To add a stop code to a case the user needs to put an 'S' in the option column and press Enter. A window will appear if the system has user defined stop codes. If no stop codes other that system supplied stop codes of "A"=Address Stop and "S"=COLLECT Stop, a standard stop code of "S" will be selected. If additional user defined stop codes have been defined on your system, the Stop Code Selection window will be displayed to allw the user to place a specific stop code on the case. This is a way for the users to place specific stop codes on cases and report on those specific cases to better track their progress. The ROA will be updated with the specific text associated with the stop code. The stop code selected will be displayed on the main collect screen.

To remove the stop code the user needs to again put an 'S' in the option column and press Enter, the Stop Code indicator character in the far right hand column of the screen will disappear indicating that the case does not have a stop code. The user defined stop code ROA text will be written to the ROA.

NOTE: The stop code is applied at the case level, so if a defendant has multiple cases that need to be stopped, an 'S' must be placed on all cases.

If an 'A' appears in the stop code column, this will indicate an address stop is applied to the defendant by the Statement Returned Mail Tracking process and can only be removed through Case Address Synchronization when a new address is applied.   Any other letter or number appearing in the stop code column will indicate that user defined stop code placed on the case.

Maintenance: 1. Collections / Payment Plan
Option S=Stop Code/Start

Screen function keys are as follows:

F12=Cancel   Exits the Stop Code Selection screen and returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option X=Excuse Payment

```
D6000DMC                  Payment Plan Excuse Payment        6/05/14  16:30:41


Name: SMITH/DESIRAE/NICOLE                     DOB:  4/22/90
Date of Agreement  . . . :  4/16/14  Grace:5       Total P-P Amt:      480.00
Payment Verification . . : FULL Amount             P-P Balance Due:    180.00
Type options, press Enter.                     WEEKLY Payment Plan
 1=Excuse WITH EXTENSION   5=Excuse NO EXTENSION
          Day   Date      Amount   Date      Amount
Opt Pay#  Due   Due       Due      Paid      Paid      Balance Status
      1   Fri   4/25/14   250.00   4/23/14   300.00    180.00 OVERPAYMENT
      2   Fri   5/02/14    20.00                       180.00 MISSED payment
      3   Fri   5/09/14    20.00                       180.00 MISSED payment
      4   Fri   5/16/14    20.00                       180.00 MISSED payment
      5   Fri   5/23/14    20.00                       180.00 MISSED payment
      6   Fri   5/30/14    20.00                       180.00 MISSED payment
 _    7   Fri   6/06/14    20.00
      8   Fri   6/13/14    20.00
 █    9   Fri   6/20/14                                        ** EXCUSED **
 _   10   Fri   6/27/14    20.00
 _   11*  Thu   7/03/14    20.00
 _   12   Fri   7/11/14    20.00
                                                                 More...
F3=Exit   F5=Case IDs   F12=Cancel                    (* Date adjusted)
Payment for  6/20/14 has been EXCUSED.
```

The Excuse Payment screen will enable the user to select a Payment date and excuse it with the option of either extending the payment plan, or not extending and adding the excused payment into the last amount due. This feature is to be used sparingly to allow defendants with a valid excuse to miss a payment. Only future due dates (from the current date) can be excused. The status field will indicate which payments have been excused as well as the dollar amount will be set to zero. The Pay Plan Payment Inquiry will also reflect the excused payment. The ROA will be updated with the excused date and whether the Pay Plan was extended or not.

To Excuse a specific payment, type a 1=Excuse WITH EXTENSION or 5=Excuse NO EXTENSION next to the payment and press enter. To undo the excused payment, simply retype the option on the excused payment and press enter.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Payment Inquiry and returns the user to the COLLECT Main Menu.
F5=Case IDs	Displays the cases that are currently on the payment plan.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections \ Payment Plan
F8=Prisoner Satisfaction of Obligation

```
D6000DMC                  Satisfaction of Obligation Process      5/27/12  14:58:24
                                                                  Mode: All Open
Type options, press Enter.        All entries are currently OPEN orders to Remit.
  1=View Remit Info   6=Print Satisfaction                                   Remit
                                           Date of                           Sent
Opt    Name ( X = No Amount Due)           Birth    Case ID      Stat        Date
  █    DRUMMER/ISICIDRO/GARNETT            12/14/80 01013443CT   WRNT    1/27/09
  _    KLOOTWYK/ERIC/FRANKLIN              5/20/84  01017177FY   DISP   11/19/08
  _    MOORE/MAXWELL/CHRISTOPHER           4/29/74  02026594SM   WRNT   11/19/08
  _    MINYARD/JASON/LEE                   1/31/85  04058579SM   DISP   11/19/08
  _    LOGAN/THOMAS/CONRAD                 6/07/70  050602070M   DISP   11/19/08
  _    TENHOPEN/BRETT/MITCHELL             10/17/81 05062532SD   WRNT   11/24/08
  _    MINYARD/JASON/LEE                   1/31/85  05063206SM   DISP   11/19/08
       SHINE/ROBERT/LEE                    9/28/59  05066407SM   DISP   11/07/08
       ON/CARL/ANTONIO                     8/21/78  05069058FY   DISP   11/07/08
       REGG/AARON/WILLIAM                  7/27/81  05071209ST   DISP    3/12/09
       ARREN/REVAL/EDWARD                  2/19/85  06D323176A   CLSD   10/16/08
       ARREN/REVAL/EDWARD                  2/19/85  06D323176B   DISP   10/16/08
  _    KNOX/MELVIN/SHANTEL                 9/16/74  06D325322B   CLSD    1/06/09
  _    KNOX/MELVIN/SHANTEL                 9/16/74  06D326684B   CLSD    1/06/09
  _    WYNN/KEVIN/MICHAEL                  5/09/79  06073937SM   DISP   10/09/08
                                                                         More...
 F3=Exit   F5=Show Closed and/or Zero Balance   F10=Report   F12=Cancel
```

No Amount Due on highlighted cases.

The main collection screen will not display closed cases, so when cases with an active Remit of Prisoner Funds get closed before the Satisfaction of Obligation is printed, users will find the cases to print on this screen along with all other active Remit of Prisoner Funds. Cases with a zero Amount Due will be highlighted.

To view information about the Remit, select option 1 and the Remeit Prisone Funds Information screen will be displayed.

To print individual Satisfaction of Obligation forms, type a 6=Print Satisfaction in the option column next to the desired case and press Enter. Multiple 6's entered will produce a separate form for each case selected.

Screen function keys are as follows:

> F3=Exit — Exits Print Satisfaction of Financial Obligation Process screen and returns the user to the Collections Maintenance screen.

> F5=Show Closed and/or Zero Balance – Show All toggle
> This function will toggle the screen mode between all cases with an active Remit Prisoner Funds and only those that are Closed or with a zero balance due. The F7=Print all is only available in Closed mode.

Maintenance: 1. Collections \ Payment Plan
F8=Prisoner Satisfaction of Obligation

F7=Print All (Closed/Zero Balance mode)
This function will print the Satisfaction of Obligation form for all cases listed. This is a quicker and easier method than placing 6's on every case listed.

F10=Report
This function will display the report selection screen. The user will enter required information to generate the report.

F12=Cancel
This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections \ Payment Plan
F8=Prisoner Satisfaction of Obligation
Option 1 – View Remit Info

```
D6000DMC                 Remit Prisoner Funds Information        5/27/12  15:25:00

 View information, press Enter.

 Case ID. . . . . . . : 01013443CT        Status: WRNT
 Name . . . . . . . . : DRUMMER/ISICIDRO/GARNETT
 Date of Birth. . . . : 12/14/80

 Current Balance Due. :        294.00

 SID  . . . . . . . . : 2138832L
 Prisoner Number  . . : 711537
 To . . . . . . . . . :
   Institution  . . . : CHARLES EGELER
   Address 1  . . . . : 3855 COOPER ST
   Address 2  . . . . :
   City/ST/Zip  . . . : JACKSON, MI  49201

 Remit Sent Date. . . :  1/27/09




 F3=Exit    F12=Cancel
```

This screen will be displayed when the user selection option 1 from the Satisfaction of Obligation Process screen. It will display all information about the Remit along with Sent Date.

Screen function keys are as follows:

F3=Exit	Exits the Remit Prisoner Funds Information screen and returns the user to the Collections Maintenance screen.
F12=Cancel	Exits the Remit Prisoner Funds Information screen and returns the user to the Satisfaction of Obligation Process screen.

Maintenance: 1. Collections \ Payment Plan
F8=Prisoner Satisfaction of Obligation
Option 6 – Print Satisfaction

```
D6000DMC              Satisfaction of Obligation Process      6/06/12  11:17:52
                                                              Mode: All Open
Ty  ┌──────────────────── Print Satisfaction ────────────────────┐  Remit.
 1  │                                                             │  emit
    │  Type information, press Enter.                             │  ent
Op  │  Case . . . . . . . . :  04058579SM   D01                   │  ate
 _  │  Name . . . . . . . . :  MINYARD/JASON/LEE                  │  27/09
    │                                                             │  19/08
 _  │  SID  . . . . . . . . . .  2238118E                         │  19/08
 6  │  Prisoner Number  . . . . . 123123_____              │  07/12
 _  │  To . . . . . . . . . . . ?                                 │  19/08
 _  │    Institution  . . . . . ?  BELLAMY CREEK CORRECTIONAL FACILITY │ 24/08
 _  │    Address 1  . . . . . . .  1727 WEST BLUEWATER HIGHWAY    │  07/08
 _  │    Address 2  . . . . . . .                                 │  07/08
 _  │    City/ST/Zip  . . . . . .  IONIA                ? MI  48846____ │ 12/09
 _  │                                                             │  06/12
 _  │  Print Address Cover Page .  Y                              │  16/08
 _  │  Print MDOC Cover Page  . .  Y                              │  06/09
 _  │                                                             │  06/09
 _  │  F3=Exit   F4=Prompt   F12=Cancel                           │  09/08
 _  │                                                             │  19/08
 _  └─────────────────────────────────────────────────────────────┘  re...
F3=Exit   F5=Show Closed and/or Zero Balance   F10=Report   F12=Cancel
```

The Print Satisfaction of Financial Obligation screen will enable the user to print a satisfaction of financial obligation form to be sent to the appropriate institution. The screen will be filled in with the information from the remit prisoner funds being terminated. If a remit prisoner funds cannot be found for the case selected a blank screen will display. The user must then fill in the prisoner number and the institution name and address before proceeding. The user can select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the institution's name and address showing. After the information is verified and corrected, if necessary, and the user presses Enter, the Satisfaction of Financial Obligation form will be sent to the user's spool file.

Screen input edits are as follows:

* Prisoner number is a required field. A blank prisoner number will generate an edit error.

* Institution Name is a required field. A blank institution name will generate an edit error.

* Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.

* City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.

Maintenance: 1. Collections \ Payment Plan
F8=Prisoner Satisfaction of Obligation

Print Address Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

- Print MDOC Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit   Exits Print Satisfaction of Financial Obligation and returns the user to the Collections Maintenance screen.

F4=Prompt   By placing the cursor on Institution (To) or State will allow the user to select from the appropriate list. Prompt fields are identified with a "?".

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections \ Payment Plan
F9=Wage Assignment Cancellation – Closed Cases

```
D6000DMC            Wage Assignment Cancellation Process    6/01/09  11:42:27

Type options, press Enter.           All cases are Closed, with No Amount Due
 6=Print Order Canceling Assignment of Wages
                                        Date of              Asmt Sent
Opt  Name                               Birth    Case ID       Date
 ▌   VANWYK/DEBORAH/KAY                 4/22/50  07D342729A   7/23/07
 _   VANWYK/DEBORAH/KAY                 4/22/50  07D342729B   7/23/07
 _   WACHTER/KATRINA/KAY               10/31/79  08D362625B   5/08/09
 _   WACHTER/KATRINA/KAY               10/31/79  080968610T   5/08/09






                                                              Bottom
 F3=Exit   F7=Print All   F9=Cancel All (No Print)    F12=Cancel
```

The main collection screen will not display closed cases, so when cases with an active Wage Assignment get closed before the Order Canceling Assignment of Wages is printed, users will find the cases to print on this screen.

To print individual Order Canceling Assignment of Wages forms, type a 6=Print Order Canceling Assignment of wages in the option column next to the desired case and press Enter. Multiple 6's entered will produce a separate form for each case selected.

Screen function keys are as follows:

F3=Exit   Exits the Wage Assignment Cancellation Process screen and returns the user to the Collections Maintenance screen.

F7=Print All   This function will print the Order Canceling Assignment of Wages form for all cases listed. This is a quicker and easier method than placing 6's on every case listed.

F9=Cancel All   This function will only do the update process (just like F7=Print All) without printing the form.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections \ Payment Plan
F11=Payment Plan History Payment Inquiry

```
D6000DMC           Payment Plan History Payment Inquiry      6/01/09  11:53:52


Position to name . . . _____
Type options, press Enter.
 1=Select
                                       *--- Date of ---*    Total P-P
Opt Name                         DOB      Agree   Term       Amount
 █   AAMODT/PAMELA/SUE          8/24/59   3/10/08  3/13/09      152.00
 _   ABDULKARIM/ANWAR/ABUBAKAR  5/25/82   3/10/08  3/13/09      234.00
 _   ARMSTRONG/SHANTAVIA/MARIA  7/01/89   5/27/09  5/27/09      216.00
 _   BAATZ/GENE/EARL            1/04/69   1/05/09  3/13/09      444.00
 _   CAGE/ANTHONY/LEROY         7/12/60  11/07/08  3/13/09      440.73
 _   DABON/CHASITY/MONIQUE      2/23/81   3/11/08  3/13/09      408.00
 _   DANIEL/HOPE/DEMETRIUS      8/05/61   1/02/09  5/28/09      468.00
 _   EALY/PATRICIA/           10/28/61   1/23/09  3/13/09      480.00
 _   FABER/DARYN/GENE         12/30/80  11/10/08  3/13/09      100.00
 _   FAIR/SHACARLA/MIKEYYATT    7/27/88   1/05/09  3/13/09      240.00
 _   FAIRLEY/GWENDOLYN/DAPHINE  4/26/68   1/05/09  3/13/09    1,955.54
 _   FARMER/ALFONZO/LORENZO     5/23/75   3/18/08  3/13/09      512.00
 _   GABE/MAGIER/R              6/06/63   1/05/09  3/13/09      130.00
 _   HAAN/GAVIN/RONALD          1/16/80   3/13/09  3/13/09      744.00
                                                             More...
F3=Exit    F12=Cancel
Worklist positioned to A.
```

The main collection screen will display PPH in the dashboard section to indicate the defendant was once on a payment plan. This match is performed on the exact spelling of the name and DOB. If a new case is entered with a slightly different spelling of the name, the PPH will not appear and the user can use this feature to manually look up the individual.

Starting with release 7.0, all payment plans that get terminated, either manually or due to full payment, will be logged in the Payment Plan History files. This history inquiry will provide information on past payment plan performance for the individual.

To position the worklist, simply type the name (all or partial) in the "position to" field and press Enter. The worklist will be set to the first name that matches what was typed.

To inquire on any defendant listed, type a 1=Select in the option column next to the desired name and press Enter. Multiple 1's entered will inquire pay plan history for each name selected.

Screen function keys are as follows:

F3=Exit	Exits the Payment Plan History Inquiry screen and returns the user to the Collections Maintenance screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections \ Payment Plan
F11=Payment Plan History Payment Inquiry
Option 1 – Select for Inquiry

> This field will indicate the
> Payment plan was either
> Manually Deleted or
> Satisfied.

```
 D6000DMC              Payment Plan History Payment Inquiry        6

  View information, press Enter.   Name: GABRIEL/RIGOBERTO
                              DOB:  6/08/85
 Date of Agreement  . . . :  1/21/09 Grace:3       Total P-P Amt:     214.00
 Date of Termination  . . :  6/02/09 Manual Delete  P-P Balance Due:     214.00
 Payment Verification . . : FULL Amount           MONTHLY Payment Plan
      Day   Date     Amount   Date        Amount
 Pay# Due   Due       Due     Paid         Paid      Balance Status
   1  Mon  2/23/09    5.00                             MISSED payment
   2  Tue  3/31/09   15.00                             MISSED payment
   3* Fri  5/29/09   30.00  4/23/09      50.00         OVER payment
                                                       P-P Adj -  4/23/09

   4  Tue  6/30/09   30.00                             P-P terminated
   5  Fri  7/31/09   30.00                             P-P terminated
   6  Mon  8/31/09   30.00                             P-P terminated
   7  Wed  9/30/09   30.00                             P-P terminated
   8* Fri 10/30/09   30.00                             P-P terminated
   9  Mon 11/30/09   30.00                             P-P terminated
  10* Wed 12/30/09   30.00                             P-P terminated
  11* Fri  1/29/10   24.00                             P-P terminated
                                                            Bottom
  F3=Exit   F5=Case IDs   F8=Add'l Info   F12=Cancel     (* Date adjusted)
```

The Payment Plan History Payment Inquiry screen has the same look and feel as the active Payment Plan Payment Inquiry screen. This history inquiry is designed to take a "snap shot" of the actual Payment Plan as it looked on the termination date.

Screen function keys are as follows:

F3=Exit   Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections System Main Menu.

F5=Case IDs   Display a separate window to show all cases that were part of this payment plan.

F8=Add'l Info   Display a separate screen showing all parameters of the original payment plan.

F12=Cancel   Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections \ Payment Plan
F11=Payment Plan History Payment Inquiry
Option 1 – Select for Inquiry
F8=Add'l Info

```
 D6000DMC              Payment Plan History Payment Inquiry      6/08/09  15:06:19


  View information, press Enter.

  Name . . : GABRIEL/RIGOBERTO/                     Total P-P Amt:      214.00
  DOB  . . :  6/08/85                               Max Duration: 2y-0m
                    MONTHLY Payment Plan


  Date of Agreement  . . :  1/21/09     (MM/DD/YY)
  First Payment Due  . . :  2/23/09     (MM/DD/YY)
     Amount . . . . . . . :        5.00  ($ Expected first payment, if unique.)
  Payments Due on the  . : 31 day of the month. 31=Last day every month.
     Payment Start Date . :    3/31/09   (MM/DD/YY)
     Payment Amount . . . :       30.00  ($ Expected every payment.)
  Payment Verification . : F            (F=Full amount, P=Partial amount)
  Case ROA Update  . . . : A            (A=All (Name-DOB), O=Only selected)


  Total Statements Sent. :   1          (Number)
  Re-Amort Date  . . . . :  4/23/09     (MM/DD/YY)
  Termination Date . . . :  6/02/09     (MM/DD/YY)
    Reason . . . . . . . :   Manual Delete


  F3=Exit   F12=Cancel
```

The Payment Plan History Payment Inquiry Additional Information screen will display all parameters of the old payment plan. Include with the pay plan specifics, the total number of statements sent, re-amort date, termination date and reason will also be displayed..

Screen function keys are as follows:

F3=Exit   Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections System Main Menu.

F12=Cancel   This key will return the user to the previous screen.

Maintenance: 2. Case Address Synchronization

```
D6000DMC                Case Address Synchronization        5/27/09  15:14:11
                                                            Mode: ALL
      Position to name . . . _____

      Type options, press Enter.       Group:
       1=Select for Group   5=Case Inquiry   7=Display ROA
                                        Date of                    Amount
      Opt  Name                          Birth      Case ID          Due
       ▌    GARRETT/ALVIN/LASALLE        5/19/1969  07087202ST      474.00
       _    GARRETT/ANDREW/SCOTT         7/22/1983  07D342594       108.00
       _  » GARRETT/ANDREW/SCOTT         7/22/1983  07086164SM         .00
       _  » GARRETT/ANDREW/SCOTT         7/22/1983  07086197SM         .00
       _    GARRETT/RACHELLE/ALLEN       9/24/1968  912511CT         15.00
       _    GARRETT/WILLIE/BEN JR        9/16/1966  081013920M      132.00
       _    GARRETT/WILLIE/HENRY         8/06/1951  08106857SM         .00
       _    GARRIS/CARL/LEE              6/22/1947  07D339426       108.00
       _    GARRIS/DARNELL/LAMAR         4/27/1989  06D323200B      192.00
            GARRIS/ETHEL/BELL            5/07/1951  07D353945          .00
            GARRIS/HENDERSON/           12/11/1974  94D042024       115.00
            GARRIS/LURENZO/             12/03/1986  08D363492       122.00
            GARRISON/CATHERINE/ANN       3/25/1956  05D292959A      180.00
                                                                   More...
      Exit    F5=Restart   F6=All   F7=Differences   F10=Diff Report   F12=Cancel
```

The » symbol indicates an address difference from the first Name/DOB encountered.

The Case Address Synchronization Selection will allow the user to change the address on a select group of cases based on the selection criteria. The '»' in the column between the Opt and Name columns indicates the address for the noted individual is different from the first encounter, based on name/date of birth combination. Keep in mind that the difference can be as small as punctuations and/or abbreviations in the address. Once all addresses are identical, the '»' will not be displayed.

The cases in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list will start with the next line item that starts with or matches the criteria entered. The user can page up/down from any point through the cases no matter where the work-list was positioned.

Include Civil Cases Mode:
When in this mode, both Traffic/Criminal (for all court ids) and Civil cases will be displayed. Civil cases will display in white and Traffic/Criminal cases will display in green. Additional function keys have also been added to the screen: F7=All, traffic, criminal and civil cases will display, F8=Traf/Crim, only traffic and criminal cases will display, and F9=Civil, only civil cases will display. The current screen mode will display in the upper right hand corner of the screen. The functionality of this screen has otherwise been unaltered.

Maintenance: 2. Case Address Synchronization

Screen input edits are as follows:

- The only valid options are 1=Select for Group, 5=Case Inquiry, and 7=Display ROA. Any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization selection and returns the user to the COLLECT System Main Menu.
F5=Restart	Resets the screen to its initial state.
F6=All	Changes the "Mode" of the program to show all open cases on the screen whether or not an address difference is found. The mode is noted in the upper right corner of the screen.
F7=Differences	Changes the "Mode" of the program to show only open cases on the screen where an address difference has been detected. NOTE – when the program is set to this mode, there may be a delay in the displaying of data on the screen. This is caused by the system only looking for those cases with an address difference.
F10=Diff Report	This function will submit the Address Differences Report. This report will only list those cases where a difference is detected on multiple cases grouped by Name/DOB.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 2. Case Address Synchronization
Option 1=Select for Group

```
D6000DMC                    Case Address Synchronization          5/27/09  15:42:17
                                                                 Mode: ALL
Position to name . . . _____

Type options, press Enter.        Group: GARRETT/ANDREW/SCOTT
 1=Select for Group    5=Case Inquiry    7=Display ROA
                                     Date of                    Amount
Opt   Name                          Birth      Case ID           Due
 _    GARRETT/ALVIN/LASALLE         5/19/1969  07087202ST        474.00
      GARRETT/ANDREW/SCOTT          7/22/1983  07D342594         108.00
 »    GARRETT/ANDREW/SCOTT          7/22/1983  07086164SM           .00
 »    GARRETT/ANDREW/SCOTT          7/22/1983  07086197SM           .00
 _    GARRETT/RACHELLE/ALLEN        9/24/1968  912511CT           15.00
 _    GARRETT/WILLIE/BEN JR         9/16/1966  081013920M        132.00
 _    GARRETT/WILLIE/HENRY          8/06/1951  08106857SM           .00
 _    GARRIS/CARL/LEE               6/22/1947  07D339426         108.00
 _    GARRIS/DARNELL/LAMAR          4/27/1989  06D323200B        192.00
 _    GARRIS/ETHEL/BELL             5/07/1951  07D353945            .00
 _    GARRIS/HENDERSON/            12/11/1974  94D042024         115.00
 _    GARRIS/LURENZO/              12/03/1986  08D363492         122.00
 _    GARRISON/CATHERINE/ANN        3/25/1956  05D292959A        180.00
                                                                More...
F3=Exit    F5=Restart    F6=All    F7=Differences    F10=Diff Report    F12=Cancel
Selected case(s) added to group.                                              +
```

This screen will show the user which cases have been selected for synchronization. At this point the user can continue to add cases to the selection group or they can press Enter to proceed to actually synchronize the addresses for the cases selected. The user must be aware that these programs WILL NOT PROHIBIT them from selecting too many individuals. So proceed with caution and visually verify for correct selection.

Screen input edits are as follows:

- The only valid options are 1=Select for Group, 5=Case Inquiry, and 7=Display ROA. Any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization selection and returns the user to the COLLECT System Main Menu.
F5=Restart	Will reset the screen to its initial state. Will remove all cases from the selection group and allow the user to start over with selection.
F6=All	Changes the "Mode" of the program to show all open cases on the screen whether or not an address difference is found. The mode is noted in the upper right corner of the screen.

Maintenance: 2. Case Address Synchronization
Option 1=Select for Group

F7=Differences	Changes the "Mode" of the program to show only open cases on the screen where an address difference has been detected. NOTE – when the program is set to this mode, there may be a delay in the displaying of data on the screen. This is caused by the system only looking for those cases with an address difference.
F10=Diff Report	This function will submit the Address Differences Report. This report will only list those cases where a difference is detected on multiple cases grouped by Name/DOB.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Once the user presses Enter after selecting 1=Select for synchronize, the screen on the next page will be displayed:

Maintenance: 2. Case Address Synchronization
Option 1=Select for Group

```
 D6000DMC                  Case Address Synchronization          5/27/09  15:44:36


 Type options, press Enter.
  1=Select for Synchronize   4=Remove from Group     5=Case Inquiry
                             Date of
 Opt  Name   Case       Amount Due      Birth    Address
   ▌  GARRETT/ANDREW/SCOTT                    578 WIND DRIFT LN
         07D342594         108.00    7/22/1983     SPRING LAKE, MI   49456
         Offense:  3/09/2007 DLN: G630067760577  Phone No: 0000000000
   _  GARRETT/ANDREW/SCOTT                   1312 COLUMBUS APT# 3
         07086164SM           .00    7/22/1983     SPRING LAKE, MI   49456
         Offense:  7/16/2006 DLN: G630067760577  Phone No: 6168466453
   _  GARRETT/ANDREW/SCOTT                    571 WINDRIFF APT# 3
         07086197SM           .00    7/22/1983     SPRING LAKE, MI   49456
         Offense:  3/09/2007 DLN: G630067760577  Phone No: 6167466453




                                                                   Bottom

 F3=Exit   F12=Cancel
```

The case address synchronization screen will allow the user to select the case with the most accurate address in the selection group, remove a case from the group, or display pertinent case information. In many instances, the offense date can be used to determine the most current address. If none of the addresses are current and/or correct, the user can select any entry listed and simply change all of the information in the Address Info window screen. If the program detects a different driver's license number on any of the entries on the screen, it will highlight the different driver's license number in pink to indicate a possible error.

Screen input edits are as follows:

- The only valid options are 1=Select for Synchronize, 4=Remove from Group, and 5=Case Inquiry, any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

      F3=Exit   Exits Case Address Synchronization and returns the user to the COLLECT System Main Menu.

      F12=Cancel   Returns the user to the Case Address Synchronization Selection screen.

Once the user presses Enter after selecting 1=Select for synchronize, the screen on the next page will be displayed:

Maintenance: 2. Case Address Synchronization
Option 1=Select for Group
Option 1=Select for Synchronization

```
 D6000DMC                  Case Address Synchronization        5/27/09  15:44:36

 Type options, press Enter.
  1=Select for Synchronize   4=Remove from Group    5=Case Inquiry
                                 Date of
 Opt  Name   Case       Amount Due     Birth   Address
  1  GARRETT/ANDREW/SCOTT                      578 WIND DRIFT LN
       07D342594  ┌───────────── Address Info ─────────────┐    6
       Offense:   │  Type choices, press Enter.            │
  _  GARRETT/ANDRE │                                        │
       07086164SM │  Address. . 578 WIND DRIFT LN          │    6
       Offense:   │  Apt  . . .  ____                       │
  _  GARRETT/ANDRE │  City . . . SPRING LAKE                │
       07086197SM │  State. . ? MI       Zip . . 49456     │    6
       Offense:   │  Phone #. . 0000000000                 │
                  │  Source . . _____   │
                  │                                        │
                  │  F3=Exit   F4=Prompt   F12=Cancel      │
                  └────────────────────────────────────────┘
                                                              Bottom
  F3=Exit   F12=Cancel
```

The Group Synchronize screen will allow the user to edit the address information in the window. When the user presses enter, if all edits are passed (successful), every record in the underlying work-list will have its Address/Phone Number information updated.   An entry will be added to the JIS register of actions indicating the previous address/phone and the 'Source' of the update. The user will be returned to Case Synchronization Selection screen to prep for the next group of cases to be updated.

Screen input edits are as follows:
- The Address, Apt, City, and Zip fields are required. Blanks will generate an edit error.

- The State field must have a valid state abbreviation entered. Any other value will generate an edit error.   The '?' indicates the F4-Prompt function is available for the State field.

Screen function keys are as follows:

F3=Exit	Exits Group Synchronization and returns the user to the COLLECT System Main Menu.
F4=Prompt	Displays valid State abbreviations for the user to select.
F12=Cancel	Returns the user to the Case Address Synchronization screen.

Maintenance: 2. Case Address Synchronization
Option 5=Case Inquiry

```
D6000DMC                      Case Inquiry                5/27/09  15:47:00


 View information, press Enter.


 Court/Case/Party . . : 6000 07D342594  D01    Case Type . . . : OI


 Name . . . . . . . . : GARRETT/ANDREW/SCOTT
 Address  . . . . . . : 578 WIND DRIFT LN            Apt#:
 City/State/Zip . . . : SPRING LAKE     MI 49456
 Phone  . . . . . . . : 0000000000


 Birth Date . . . . . :  7/22/1983
 Drivers License  . . : G630067760577
 Race/Sex . . . . . . : W / M


 Offense Date/Time  . :  3/09/2007  16:50
 Next Action/Date . . : CD01   4/03/2007
 Amount Due . . . . . :       108.00


 Warrant  . . . . . . : 19
 Case Status  . . . . :


 F3=Exit   F12=Cancel
```

The Case Inquiry screen displays all pertinent case information to the user.

Screen function keys are as follows:

F3=Exit	Exits Case Inquiry and returns the user to the COLLECT System Main Menu.
F12=Cancel	Returns the user to the Case Address Synchronization Selection screen or the Case Address Synchronization screen.

Maintenance: 2. Case Address Synchronization
F10 = Differences Report - Example

```
Page    1                          6000 - DMC-MUSKEGON-TEST                          5/27/09    15:25:06
                              Collections - Address Differences Report

Name                    Address                     Case ID    Pty  Birth     DLN / Off Dt    Amount Due

ADAME/RAMIRO/           P O BOX 332                 03D237366C  D01  07/16/1963 A350730013562       162.00
                        SHELBY, MI  49455                                      05/24/2003

                        P.O. BOX 332                03039922CD  D01  07/16/1963 A350730013562         .00
                        SHELBY, MI  49455                                      05/24/2003
------------------------------------------------------------------------------------------------------------
ADAMS/ANTWAN/AMAND      1240 SANFORD ST             07088474ST  D01  11/07/1972 A352067068856       105.00
                        MUSKEGON, MI  49441                                    06/11/1992

                        1240 SANFORD ST             07088475OT  D01  11/07/1972 A352067068856       125.00
                        MUSKEGON, MI  49441                                    02/10/1993

                        1240 SANFORD ST             07088476OT  D01  11/07/1972 A352067068856       160.00
                        MUSKEGON, MI  49441                                    08/26/1994

                        1240 SANFORD ST             9656508CT   D01  11/07/1972 A352067068856       350.00
                        MUSKEGON, MI  49441                                    05/15/1996
                        (616)722-1227

                        1240 SANFORD ST             9766840CM   D01  11/07/1972                     348.00
                        MUSKEGON, MI  49441                                    02/23/1997
                        (616)722-1227
------------------------------------------------------------------------------------------------------------
ADAMS/MICHAEL/DERRICK   2822 WOODCLIFFE             07D354575A  D01  01/16/1968 A352603139045       228.00
                        MUSKEGON HTS, MI  49444                                11/25/2007

                        2822 WOODCLIFFE             07D354575B  D01  01/16/1968 A352603139045       312.00
                        MUSKEGON HTS, MI  49444                                11/25/2007

                        2822 WOODCLIFFE             07D354575C  D01  01/16/1968 A352603139045       180.00
                        MUSKEGON HTS, MI  49444                                11/25/2007

                        2822 WOODCLIFFE             07094924ST  D01  01/16/1968 A352603139045        45.00
                        MUSKEGON HTS, MI  49444                                11/25/2007
                        (231)744-4090
------------------------------------------------------------------------------------------------------------
ADAMS/TAMMY/M           765 DUCEY                   03D255441B  D01  12/25/1965 A352813659250       216.00
                        MUSKEGON, MI  49442                                    03/26/2003

                        765 DUCEY                   03037568OT  D01  12/25/1965 A352813659250       138.00
                        MUSKEGON, MI  49442                                    03/26/2003
                        (231)767-2963
------------------------------------------------------------------------------------------------------------
ADKINS/AMBER/LEIGH      118 W MUSKEGON AVENUE       08101451OT  D01  03/01/1973 A325066501160        50.00
                        WHITEHALL, MI  49461                                   06/10/2008
                        (231)519-0522

                        118 MUSKEGON AVENUE         08103441EM  D01  03/01/1973 A325066501159       132.00
                        WHITEHALL, MI  49461                                   08/21/2008
                        (231)893-1981
------------------------------------------------------------------------------------------------------------
```

Maintenence: 3. Name Synchronization

```
 _DO800DMC                    Name Synchronization           4/26/07  10:46:45

   To submit job to batch, press Enter.




              There are no selection parameters associated with this
              job.  Press Enter to submit the job to batch, otherwise
              press F3=Exit or F12=Cancel to return to the menu.










    F3=Exit    F12=Cancel
```

The Name Synchronization screen will display. The user just needs to press Enter, to submit the name synchronization.

The Collection System Database Files were designed to track an individual by NAME and DATE OF BIRTH. It is absolutely critical that an individual's names are entered identical for every case they may have issued against them. If for some reason, the names are entered differently, even though it is the same person, the Collection System will treat them as two separate individuals.

The name synchronization menu option will look at all individuals entered for payment plans and make the names and DOB match the case master file. If you ever detect a miss-spelled name, it will need to be corrected in JIS and if that individual or individuals are on a payment plan, this job will need to be run. If there is a mis-match detected and it cannot be fixed by the program, it will need to be manually fixed before the Overdue Statement job will run.

Screen function keys are as follows:

> F3=Exit   Exits Name Synchronization and returns the user to the COLLECT System Main Menu.

> F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 4. Standard Statement Print

```
D6000DMC                    Statement Print Selection            8/31/10   16:11:53

Type choices, press Enter.


Statement date  . . . . . . . . . :   8/31/10


Run . . . . . . . . . . . . . . .  █            (T=Trial Report)
                                               (S=Statements)


Print statements for  . . . . . . _            (1=Payment plan cases)
                                               (2=All other open cases)
Statement number  . . . . . . . . ___          (Number)


Maximum number to print . . . . .   200        (Number)


Print Exception Report  . . . . . Y            ('Y'es, 'N'o)


Offense date range (from)  . . . . 0/00/00     (Optional - MM/DD/YY)
                   (thru)  . . . . 0/00/00




F3=Exit    F7=Override Selection Criteria    F12=Cancel
```

The Standard Statement Print Selection screen will allow the user to print a select group of statements or print a trial report. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen, but will only affect this run. The entries will not update the defaults entered in the customization area.

Screen input edits are as follows:

'Run'
> This field is required and will only accept "T" = Trial or "S" = Statements. Any other value will generate an edit error.

> The "T" option will produce a trial report. This report does not update any of the JIS files or the collection files and can be run at any time. It is highly recommended to run this report prior to generating statements, especially if you are new to the collection module. The trial report will be submitted to batch and print when the entire batch has been processed. Report totals will show number of statements and total amount.

Statements: 4. Standard Statement Print

The "S" option will produce the statements. Please insure you have entered all parameters correctly because this option will update JIS and collection files. Once statements have been generated, they <u>MUST</u> be printed because the Collection Module will assume they were all mailed. All statement runs will be logged to the register of actions, the collection's history, and the collection's reprint function. The selected statements will be submitted to batch and print when the entire batch has been processed. A page number will also print on each statement.

'Print Statements for'
This field is required and will only accept 1=Payment Plan Cases or 2=All other open cases. Any other value will generate an edit error.

If you are utilizing the payment plan feature of the software, you will need to select a "1". This will generate the selected run option (T or S) for payment plan cases only.   This is required because the process will use the date and payment frequency information from the defined payment plan. Select option "2" if you are not using the payment plan feature or if you are using the payment plan feature and would also like to notify individuals that are not on a payment plan.

'Statement number'
This field is required and will accept any whole number between, and including, 1 through 100. If the Statement text field is not displayed the statement number field will also edit to make sure that a corresponding statement text number is defined in the statement text maintenance (menu option 1 from the Collect system database menu). Any other value will generate an edit error.

'Statement text'
This field will only display if the system is set up (in the Customization section) to allow entry. This field (if displayed) is required and will accept any whole number between, and including, 1 through 100 and that a corresponding statement text number is defined in the statement text maintenance (menu option 1 from the Collect system database menu). Any other value will generate an edit error. The user can press F4 in this field to retrieve a list of available statement texts.

'Maximum Number to Print'
This field is required and will accept any non-zero number. Any other value will generate and edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

'Print Exception Report'
This field is required and will accept only "Y"es or "N"o. This field is defaulted from the Customization Parameters and will allow the user to easily turn the generation of the report on or off.

'Offense Date Range'
These fields are optional, but if entered they will only accept valid dates in MM/DD/YY format (the cursor will jump over the slashes "/") where from date is less than or equal to thru date. Any other value will generate an edit error.

Statements: 4. Standard Statement Print

Screen function keys are as follows:

F3=Exit	Exits Statement Print Selection and returns the user to the COLLECT System Main Menu.
F4=Prompt	This key will display a list of available statements (see below for further detail).
F7=Override Selection Criteria	This key will display a list of available statements (see below for further detail).
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 4. Standard Statement Print
F4=Prompt

```
  D0800DMC                    Statement Print Selection          4/25/07  12:37:42
                          ── Statement Text Selection ──┼
  Type │ Type options, press Enter.
       │  1=Select
  Stat │ Opt  ID  Statement Text (First 7 Lines)
       │   =   1
  Run  │               OUR RECORDS SHOW THAT PAYMENT ON YOUR TICKET OR
       │ STANDARD      FILE IS DELINQUENT.  PLEASE PAY IMMEDIATELY TO
  Prin │               AVOID FURTHER COLLECTION ACTIVITY.

  Stat │
  Stat │          _____
  Maxi │   _   2
       │               COURT RECORDS INDICATE THAT YOUR OUTSTANDING
  Offe │ STANDARD      BALANCE HAS NOT BEEN PAID.  TO AVOID A WARRANT
       │               FOR YOUR ARREST, PLEASE PAY IMMEDIATELY.


       │          _____
       │                                                          Bottom
       │ F3=Exit   F12=Cancel

  F3=E
```

The Statement Text Selection screen will appear when the user presses F4=Prompt on the Statement Print Selection screen. This screen will display all of the available standard statements currently defined on the system. The user can select the standard statement text they would like to print by entering a one in the option column and pressing Enter. The standard statement Id selected will then be returned to the Statement Print Selection screen for the user.

The standard statement ids correspond to the standard statement text templates (1 – 100) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu.

Screen input edits are as follows:

- 1=Select is the only valid option. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits Statement Text Selection and returns the user to the Statement Print Selection screen.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 4. Standard Statement Print
F7=Override Selection Criteria

```
DO800DMC              COLLECT Statement Logic Tailoring      4/25/07  12:38:50
  O V E R R I D E              Batch Level                    O V E R R I D E
                               Person Level
Type choices, press Enter.     Case Level

Minimum Balance Due  . . . . . . . . . . . _     1.00    (Greater than or equal)

Defendants Eliminated Cases  . . . . . . E          (I = Include)
                                                    (E = Exclude)
                                                    (D = Exclude Defendant)

Exclude Blank Address  . . . . . . . . . N          ('Y'es, 'N'o)




  O V E R R I D E                                          O V E R R I D E
F3=Exit    F12=Cancel
```

The Collect Statement Logic Tailoring screen will appear in override mode when the user presses F7=Override Selection Criteria on the Statement Print Selection screen. This will allow the user to override the statement run parameters. It will display the statement customization parameters to the user and allow them to change them for the current run. It will NOT change the customization statement parameters in the customization area.

For more information about each parameter please refer to the Customization section found at the end of this manual.

Screen input edits are as follows:

- Please refer to option 2=Standard Statement Logic Tailoring found in the Customization section of this manual.

Screen function keys are as follows:

F3=Exit   Exits Collect Statement Logic Tailoring Override screen and returns the user to the COLLECT System Main Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 4. Standard Statement Print
Statement Sample Form

Statements: 4. Standard Statement Print
Notification Letter Sample Form

```
                              44th DISTRICT COURT
                          400 East Eleven Mile Road
                             Royal Oak, MI   48068
                                (248) 246-3600




                   ******   OVERDUE  PAYMENT  NOTICE   ******
          4/04/06


      ROBERTO RUDOLPH CALDERON
      1033 BATAVIA AVE
      ROYAL OAK, MI   48067




      Dear ROBERTO RUDOLPH CALDERON:

      Our records show that payment on your ticket or file is
      still delinquent.   To avoid a bench warrant, please pay
      immediately.

      You may owe additional fines and costs on other cases not
      listed on this statement.

      Payments may be made by check, certified check, money order
      or credit card payable to:  44th DISTRICT COURT

      Overdue case(s) and amount due is listed below.

       D362434               119.00        D362611             240.00
       D362611A              312.00        D362611B            240.00




      ┌─────────────────────────────────────────────────────────┐
      │ YOUR TOTAL BALANCE DUE IS:                    $911.00     │
      └─────────────────────────────────────────────────────────┘
      If you are unable to pay the entire amount, a payment plan
      may be available.  Telephone the court or report to the
      clerk's office for payment plan information.  Office hours
      are 8:00 a.m. to 5:00 p.m., Monday - Friday.




      Collections Department

      44th District Court


  ─────────────────────────────────────────────────────────────────
  OPNL (04/2005)
```

Statement: 4. Standard Statement Print
Trial Report Example

```
Page:    1                          0800 - KALAMAZOO                        12/10/07   8:33:57
                                  Statement Trial Print

Selection Criteria:
  Run . . . . . . . . . . . . . :    T  Trial Report        Case Level:
  Print Statements for . . . . . :    1  (Payment Plan Cases)  Exclude Cases Older Than . . . :  0/00/00
  Statement Number . . . . . . . :    1                        Exclude Warrant Cases. . . . . :        Y
  Statement Text . . . . . . . . :    1                        Exclude Show Cause Cases . . . :        Y
  Statement Date . . . . . . . . : 12/10/07                    Exclude Future Sched Cases . . :        Y
  From Offense Date . . . . . . :    000000                      Ignore JIS Action Codes  . . :        N
  To Offense Date . . . . . . . :    000000                   Include Suspended License Fee. :        Y
                                                               Include Only Case Type . . . . :
Batch Level:                                                   Use JIS Stop Notice. . . . . . :        N
  Statement Form Layout  . . . . :    1  (Name below msg)      Check Disposition Date . . . . :        N      0 Days After
  Maximum Number to Print  . . . : 99,999                      Days After Next Action Age . . :        8
  Print Exception Report . . . . :    Y                        After Court Appearance Age . . :        0
                                                               Non Pay Plan Lst Act Dt Age  . :        1
Person Level:                                                     Additional Grace Period  . . :        5
  Minimum Balance Due  . . . . . :    1.00                    Exclude Warrant Codes. . . . . : 03 11
  Defendants Eliminated Cases  . :    E  (Exclude)            Exclude Charge Codes . . . . . :
  Exclude Blank Address. . . . . :    Y



   Message To Be Sent . . . . . . :
                                   OUR RECORDS SHOW THAT PAYMENT ON YOUR TICKET OR
                                   FILE IS DELINQUENT.  PLEASE PAY IMMEDIATELY TO
                                   AVOID FURTHER COLLECTION ACTIVITY.



   Name                        Address                  Amount Due   *----- Case # & Offense -----*

   LOELA LE-MANDA ABAUDONADO    1234 S BURDICK ST            731.00   06Z072241B      EXP/NO PLATE
                                KALAMAZOO, MI 49006                   06Z072241C      NO PROOF INS
                                                                      0603108OT       DWLS
                                                                      0616924OT       DWLS

   ROBERT NOBLE ADAMS           72690 M40                    100.00   0612521SM       RETAIL FRD 3
                                LAWTON, MI 49065

   BRENT LUCAS AGUILAR-MATHEWS  1234 MERRY BROOK DR          348.00   0508996OM       INTERF W/PSO
                                KALAMAZOO, MI 49048

   FIRAS NAJBEEB-A ALKHUNAIZI   4409 CLAYBORNE DR            320.00   06J91908B       EXP/NO PLATE
                                Apt # 206                             06J91908C       NO SEATBELT
                                KALAMAZOO, MI 49009                   0611436ST       LEARNER PRMT

   DANIEL ANDERSON              937 N PARK ST                523.39   0509794OD       IMPAIRED
                                KALAMAZOO, MI 49007

   JEREMY JAVAUGHN ANDERSON     3221 OLNEY                    70.00   0617328SM       RETAIL FRD 3
                                KALAMAZOO, MI 49007

   JEREMY JAVUGHN ANDERSON      3221 OLNEY                   140.00   0612667OT       NO LIC POSS


Page:   36                          0800 - KALAMAZOO                        12/10/07   8:33:57
                                  Statement Trial Print

   Name                        Address                  Amount Due   *----- Case # & Offense -----*
   CAROL LOUISE ZUNIGA          829 MEYERS                   870.00   03H20572C       EXP/NO PLATE
                                KALAMAZOO, MI 49007                   0310883OT       DWLS
                                                                      0405275ST       DWLS
                                                                      0604404OT       DWLS

                                    Total Amount Due:   240,329.63

                                        Total Cases:        924

                                   Total Statements:        516


                             ** End Of Report **
```

Statements: 4. Standard Statement Print Exception Report Example

```
Page    1                              0800 - Kalamazoo                              3/31/06    12:13:05
                                  Collections - Statement Exception Report

 Name                      Birth       Case ID     Pty    Reason
ABBOTT/JILL/                           P976532     D01    Case not on a PAY PLAN.
ABNEY/FREDERICK/KARANJA    04/24/76    D363505B    D01    WARRANTS exist for the case.
                                       D363505B    D01    DISPOSITION DATE not entered - case not disposed.
                                       D363506     D01    WARRANTS exist for the case.
                                       D363506     D01    DISPOSITION DATE not entered - case not disposed.
BA/THIERNOU/               02/07/81    05-65790    D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
CABRERA/JERRY/EDWARD       12/02/69    D365491     D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
DAMAVOLITIS/ZOIS/GEORGE    04/28/82    D368846     D01    DISPOSITION DATE not entered - case not disposed.
                                       D368846     D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
DIAMOND/CYNTHIA/ANN        07/04/32    D366653     D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
                                       D366653     D01    LAST ACTIVITY DATE greater than the statement date.
EASON/CHEKIARA/ROSE        04/04/78    R902612     D01    WARRANTS exist for the case.
                                       R902612     D01    DISPOSITION DATE not entered - case not disposed.
                                       R902612A    D01    WARRANTS exist for the case.
                                       R902612A    D01    DISPOSITION DATE not entered - case not disposed.
FAAL-JOBE/HADDY/                       P1556653    D01    Case not on a PAY PLAN.
FAIJON/AZIZ/               10/28/83    D365040     D01    WARRANTS exist for the case.
                                       D365040     D01    DISPOSITION DATE not entered - case not disposed.
HAKALA/RONALD/KEVIN        11/14/57    D361498     D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
INGALLS/SCOTT/MICHAEL      04/18/70    05-66087    D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
JACKSON/BRITTANIE/NICOLE   11/11/84    D365044B    D01    Case not on a PAY PLAN.
                                       D365045     D01    WARRANTS exist for the case.
                                       D365045     D01    Case not on a PAY PLAN.
KADA/SAMIR/YOUSIF          02/21/80    BD521117    D01    WARRANTS exist for the case.
                                       BD521117    D01    DISPOSITION DATE not entered - case not disposed.
                                       BD521117    D01    Case not on a PAY PLAN.
LABAJ/MARK/MICHAEL         12/25/71    D362741     D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
MACCHIARELLA/BENJAMIN/MICHAEL 09/12/82 D360797A    D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
NEAL/KELVIN/MELVON         02/26/81    T857119     D01    WARRANTS exist for the case.
                                       T857119     D01    DISPOSITION DATE not entered - case not disposed.
OAKLEY/MICHELLE/RENE       05/28/67    D362372     D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
PALAJ/TONIN/               09/03/60    D369476     D01    LAST ACTIVITY DATE greater than the statement date.
QUINN/THOMAS/CRAIG         07/11/71    D366828     D01    LAST ACTIVITY DATE greater than the statement date.
                                       D366828A    D01    WARRANTS exist for the case.
                                       D366828A    D01    DISPOSITION DATE not entered - case not disposed.
                                       D366828A    D01    LAST ACTIVITY DATE greater than the statement date.
                                       D366828A    D01    Case not on a PAY PLAN.
RALKO/SHAWN/MICHAEL        03/20/78    D368981     D01    LAST ACTIVITY DATE greater than the statement date.
SACCO/DAVID/ANTHONY                    P1555785    D01    LAST ACTIVITY DATE greater than the statement date.
                                       P923556     D01    LAST ACTIVITY DATE greater than the statement date.
TABOR/JUSTIN/ANTHONY RENITO 08/31/86   05-66231    D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
ULTIMATE/CONCRETE/CONSTRUCTION INC     Z14433A     D01    Case not on a PAY PLAN.
                                       Z14433B     D01    Case not on a PAY PLAN.
WADE/BRYANT/               04/19/66    BD266071A   D01    WARRANTS exist for the case.
                                       BD266071A   D01    DISPOSITION DATE not entered - case not disposed.
                                       BD266071A   D01    Case not on a PAY PLAN.
YASSO/MOUKHLES/            01/01/61    D365976A    D01    Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
                                    ** End of Report **
```

Statements: 4. Standard Statement Print
Job Halts Execution – Name Sync Mis-Match

```
                              Display Messages
                                          System:   DMCCOURT
Queue . . . . . :   QPADEV000B           Program . . . . :    *DSPMSG
  Library . . . :     QSYS                 Library . . . :
Severity . . . :   00                     Delivery . . . :    *NOTIFY


Type reply (if required), press Enter.
  From  . . . :   D6000DMC        06/06/14   10:48:10
   Name Synchronization found a critical mis-match with the Name/DOB on all
     cases within the same Pay Plan.  You must make the Name/DOB exactly the
     same on all cases in JIS before running Overdue Statements again or you
     will receive this same message.  Check the report, make the necessary
     corrections in JIS and re-run this job.  Overdue Statements WILL NOT RUN
     until this issue is corrected!




                                                                   Bottom
 F3=Exit                F11=Remove a message              F12=Cancel
 F13=Remove all         F16=Remove all except unanswered  F24=More keys
```

As part of the effort for the COLLECT System to stay in sync with the JIS System, all spellings of the defendant's name and date of birth must remain consistent between the two systems. On COLLECT releases prior to V14.06.xx, payment plans would become "orphaned" and cause database problems that would need to be manually corrected by DMC. The system will now alert the users of these name changes and force them to make the spelling of the Name/DOB in JIS consistent with all cases within the same Payment Plan. If a name and/or DOB is updated to something different than what it was when the Pay Plan was entered and a mis-match is found, the above screen will be displayed and the Statement Print job will halt. If a Name/DOB change is detected and is consistent with all other cases on the Payment Plan, the COLLECT System will be automatically updated and processing will continue uninterrupted.

To correct this issue, the user must review the Name Synchronization Report that was generated from the Overdue Statement run and fix (in JIS) the spelling of the Name and DOB that is causing the mis-match. Then run the job again.

Statements: 4. Standard Statement Print
Job Halts Execution – Name Sync Mis-Match
Report Example

```
Page:    1                            6000 - DMC TECHNOLOGY GROUP                        6/06/14  10:48:10
                                      NAME SYNCHRONIZATION REPORT


Updated                       Updated              Original                    Original
Name                          Birth Date  Case ID  Name                        Birth Date
* PAY PLAN NAME DIFF IN JIS-FIX NOW *     10123915SM   EDMONSON/ALAYNA/SUMARRA      11/13/81
                                          11135165ST   EDMONSON/ALAYNA/SUMARRA      11/13/81
                                          12146305ST   EDMONSON/ALAYNA/SUMARRA      11/13/81
                                          13148087SM   EDMONSON/ALAYNA/SUMARA       11/13/81
                                          13148220SM   EDMONSON/ALAYNA/SUMARRA      11/13/81



                              ** END OF REPORT **
```

The spelling of this name (in JIS) will need to be made consistent with the rest of the cases on the Payment Plan before processing will be allowed to continue.

This report will list all the Payment Plans with a name / DOB discrepancy. Which ever spelling is correct, the rest of the cases on the Payment Plan will need to be updated to the correct spelling.

Fix the issue in JIS and re-run the job.

Statements: 5. Warrant Statement Print

```
D6000DMC                    Statement Print Selection              8/31/10   16:16:55
 W A R R A N T                                                          W A R R A N T
Type choices, press Enter.


Statement date  . . . . . . . . . :   8/31/10

Run . . . . . . . . . . . . . . . █              (T=Trial Report)
                                                 (S=Statements)


Print statements for  . . . . . . _             (1=Payment plan cases)
                                                 (2=All other open cases)
Statement number  . . . . . . . . . ___          (Number)
Statement text  . . . . . . . . ? ___
Maximum number to print . . . . .   200         (Number)


Print Exception Report  . . . . . N             ('Y'es, 'N'o)


Offense date range (from) . . . .  0/00/00      (Optional - MM/DD/YY)
                  (thru) . . . .  0/00/00


 W A R R A N T                                                          W A R R A N T
F3=Exit    F4=Prompt    F7=Override Selection Criteria    F12=Cancel
```

The Warrant Statement Print Selection screen will allow the user to print a select group of warrant cases on statements or a trial report. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen, but will only affect this run. The entries will not update the defaults the user entered in the customization area.

See Option #4 Standard Statement Print on the COLLECT System Main Menu.

Statements: 6. Collection Agency Extract

```
D6000DMC              Collection Agency Extract Selection      8/31/10   16:17:49
COLLECTION AGENCY                                              COLLECTION AGENCY
Type choices, press Enter.


Extract date  . . . . . . . . . . :   8/31/10


Run . . . . . . . . . . . . . . . █             (T=Trial Report)
                                                (E=Extract)


Extract for . . . . . . . . . . . _             (1=Payment plan cases)
                                                (2=All other open cases)
Statement number  . . . . . . . . ___           (Number)


Maximum number to extract . . . .    200        (Number)


Print Exception Report  . . . . . Y             ('Y'es, 'N'o)


Add or replace records  . . . . . *REPLACE      (*ADD, *REPLACE)




COLLECTION AGENCY                                              COLLECTION AGENCY
F3=Exit   F7=Override Selection Criteria   F12=Cancel
The Extract File currently holds 0000000023 records.
```

The Collection Agency Extract selection screen will allow the user to print/extract a select group of cases on a trial report or a file to be sent to an outside collection agency. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen, but will only affect this run. The entries will not update the defaults the user entered in the customization area.

See Option #4 Standard Statement Print on the COLLECT System Main Menu.

Statements: 7. Statement Reprint

```
D0800DMC        Collections Statement Reprint Selection      4/25/07  12:46:59

Position to Run Date . . . _____   (MM/DD/YY)

Type options, press Enter.
 5=Display   6=Reprint Statements    7=Show Detail

                                          *-Statement-*  *----Offense----*
Opt  Run Date  Run Time    User      For  Nbr      Date    Date Range
  _     4/24/07  14:19:23:69 D0800DMC  N/L  102  04/24/07
  =     4/24/07  14:19:01:54 D0800DMC  N/L  102  04/24/07
  _     4/24/07   8:38:38:03 D0800DMC  N/L  102  04/24/07
  _     4/24/07   8:35:10:71 D0800DMC  N/L  101  04/24/07
  _     4/20/07  15:27:30:00 D0800DMC  ALL    1  04/20/07
  _     4/20/07  15:20:12:00 D0800DMC  PPL    1  04/20/07
  _     4/20/07  11:37:16:00 D0800DMC  PPL    1  04/20/07




                                                              Bottom
  F3=Exit   F7=All Statements   F12=Cancel
```

This screen will be displayed to the user when menu option 7 is selected from the main menu. This option allows the user to view the history of the statement runs and individual notification letters. The information in this work-list is created every time the user generates statements from menu option '4=Standard Statement Print', '5=Warrant Statement Print' or '6=Collection Agency Extract' on the COLLECT System Main Menu and every time a user selects to print a notification letter from option '6=Notification Letter from Collections Maintenance (option '1=Collections/Payment Plan on the COLLECT System Main Menu).

The line items in the work-list will display in reverse date order (most current date first) with the ability to position to the date the statements were generated. To position the work-list to a specific line item, simply type in the date (MMDDYY) in the 'position to run date' field and press Enter. The work-list will start with the next line item that begins with or matches the criteria entered.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Reprint Statements and 7=Show Detail. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options are described in more detail on the following pages.

Statements: 7. Statement Reprint

Screen function keys are as follows:

F3=Exit   Return to previous display (COLLECT System Main Menu).

F7=All Statements   This key will display a list of individuals that have received statements by name.   If a person has received multiple statements, there will be multiple entries in the work-list with their name. The screen process for this function key will be outlined in the following pages, explaining the available options.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 7. Statement Reprint
Option 5=Display

```
D6000DMC                    Statement Run Information          5/30/12  15:32:51
View information, press Enter.


Run date - time - user . . . :  5/01/12  15:16:18:01  D6000DMC


Trial Report/Statements/Extract . . : S
Report Type . . . . . . . . . . . : 1
Statement number  . . . . . . . . :   2
Statement text  . . . . . . . . . :   2
Statement date  . . . . . . . . . : 05/01/12
Offense date range  . . . . . . . :            thru
Batch:
  Statement form layout . . . . . . : 1
  Maximum number to print . . . . . :    10
  Print exception report  . . . . . : Y
  Track returned statements . . . . : B
  Payment Plan Parameter Override . . : C
Person:
  Minimum balance due . . . . . . . :    40.00
  Defendants eliminated cases . . . . : I
  Exclude blank address . . . . . . : Y


F3=Exit    F12=Cancel
To view additional run information, press Enter.
```

This screen will be displayed to the user when option 5 is selected for a statement run in the work-list. If option 5 is selected for an individual notification letter an error will be generated. The information displayed is a snapshot of the parameters used to generate the statements for this run date. These parameters are located in the customization area and/or were entered on the 'Standard Statement Print' or 'Warrant Statement Print' prompt screen.

Screen function keys are as follows:

F3=Exit   Return to previous display (Statement Reprint Selection Screen).

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 7. Statement Reprint
Option 5=Display

```
D6000DMC                    Statement Run Information          5/30/12  15:34:04

View information, press Enter.
Run date - time - user . . . :  5/01/12 15:16:18:01 D6000DMC
Case:
  Exclude cases older than  . . . . : 01/01/00
  Exclude warrant cases . . . . . . : Y
  Exclude show cause cases  . . . . : Y
  Exclude future sched cases  . . . : Y
    Ignore JIS action codes . . . . : Y
  Include suspended license fee . . : Y
  Inclue only case type . . . . . . :
  Use JIS stop notice . . . . . . . : N
  Check dispostion date . . . . . . : Y
  Days after nxt action . . . . . . :  10
  After court appearance aging  . . :  30
  Non-plan days . . . . . . . . . . :  60
    Grace period  . . . . . . . . . :  10
  Exclude warrant codes . . . . . . : 03 16 17 22 23
  Exclude charge codes  . . . . . . :



F3=Exit    F12=Cancel
```

This screen will be displayed to the user when Enter is pressed on the first Statement Run Information screen. The information displayed is a continuation of the snapshot of parameters used to generate the statements for this run date. These parameters are located in the customization area and/or were entered on the 'Standard Statement Print' or 'Warrant Statement Print' prompt screen.

Screen function keys are as follows:

F3=Exit   Return to previous display (Statement Reprint Selection Screen).

F12=Cancel   Returns to the first Statement Run Information screen.

Statements: 7. Statement Reprint
Option 6=Reprint Statements

When option '6=Reprint Statements' is selected for one of the line items in the work-list, all of the statements for the selected run date will be reprinted. An entry will be written to the register of actions stating a reprint of the statement was generated.

This process will use the current address in the JIS case master, not the address used when the statement was generated. This will allow for the user to change incorrect addresses and resend the statement with the corrected address.   All information, other than the address, will be printed as it appeared on the original statement, including statement date.

Statements: 7. Statement Reprint
Option 7=Show Detail

```
D6000DMC          Collections Statement Reprint Selection      5/30/12  15:35:18

Run date . . . . . . :  5/01/12      Statement date . . . : 05/01/12
Run time . . . . . . : 15:16:18:01   Statement number . . :   2
Run user . . . . . . : D6000DMC


Position to name . . .  _____


Type options, press Enter.
 5=Display   6=Reprint Statement
                                         Birth      Balance Due
Opt   Name                               Date      on Statement
      BRANCH/ARTHUR/JDLEVERE             10/12/76        445.00
 _    BRAYLOCK/FLOYD/LEE                 12/30/55        368.00
 _    DRAYTON/LARISA/PATRICE-MICHELLE    12/25/84        359.40
 _    GARRETT/KRYSTLE/LANAE               4/28/84         55.00
 _    GRAVES/TIMOTHY/ALLEN II            10/10/87        870.00
 _    HILDEBRANT/TIMOTHY/EDWARD          10/21/84         25.00
 _    KALMAN/JOHN/ROYCE                  12/15/85        336.00
 _    KISHPAUGH/MICHAEL/ALLEN             7/04/90        240.00
 _    MURPHY/BRYAN/PATRICK               11/07/75        150.00
                                                             More...
F3=Exit    F12=Cancel
```

This screen will be displayed to the user when option 7 is selected for one of the line items in the work-list. This option allows the user to view the individual statements or notification letter generated for the run date.

The line items in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list will start with the next line item that starts with or matches the criteria entered.

Screen input edits are as follows:

- The only valid options are 5=Display and 6=Reprint Statements. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options are described in more detail on the following pages.

Mailers: 7. Statement Reprint
Option 7=Show Detail
Option 5=Display

```
D6000DMC                    Statement Information             5/30/12  15:36:52

View information, press Enter.


Run date . . . . . . . :  5/01/12
Run time . . . . . . . : 15:16:18:01
Run user . . . . . . . : D6000DMC
Statement date . . . . : 05/01/12
Statement number . . . :   2
Name . . . . . . . . . : BRAYLOCK/FLOYD/LEE
Birth date . . . . . . : 12/30/55
Total balance due  . . :       368.00 (As sent on statement-May not be current)
              Balance Due              Balance Due              Balance Due
Case Id       on Statement  Case Id    on Statement  Case Id    on Statement
12D428632B         100.00
12D436509B          75.00
121381380T          75.00
121385030T         118.00




F3=Exit    F12=Cancel
```

This screen will be displayed to the user when option 5 is selected for one of the line items in the work-list. This option allows the user to view the individual cases that appeared on the statement when it was originally generated.

Statements: 7. Statement Reprint
Option 7=Show Detail
Option 6=Reprint Statement

When option '6=Reprint Statement' is selected for one of the line items in the work-list, the statement selected will be reprinted. An entry will be written to the register of actions stating a reprint of the statement was generated.

This process will use the current address in the JIS case master, not the address used when the statement was generated. This will allow for the user to change incorrect addresses and resend the statement with the corrected address.   All information, other than the address, will be printed as it appeared on the original statement, including statement date.

Statements: 7. Statement Reprint
F7=All Mailers

```
 D6000DMC          Collections Statement Reprint Selection      5/30/12  15:39:54

 Position to name . . .  _____

 Type options, press Enter.
  5=Display   6=Reprint Statement

            ( █ = Collection Agency Run)    Birth    Balance Due   *-Statement-*
 Opt   Name ( █ = Too old for Reprint)      Date   on Statement  Nbr      Date
  _    AUSTIN/MARY/ANGELA                   4/19/59        115.00   1  10/05/05
  _    AUSTIN/MICHAEL/                                      75.00   1   5/16/00
  _    AUSTIN/MICHAEL/BRIAN                 4/07/86        370.00   1   2/07/11
  _    AUSTIN/MICHAEL/BRIAN                 4/07/86        370.00   2  11/16/10
  _    AUSTIN/MICHAEL/BRIAN                 4/07/86        370.00   1  10/13/10
  _    AUSTIN/MICHAEL/BRIAN                 4/07/86        400.00   1   9/14/10
  _    AUSTIN/MICHAEL/BRIAN                 4/07/86         90.00   1   4/08/04
  _    AUSTIN/MICHAEL/ELLIOTT               3/06/88        195.00   1   2/09/12
  _    AUSTIN/MICHAEL/ELLIOTT               3/06/88        205.00   1   1/12/12
  _    AUSTIN/MICHAEL/ELLIOTT               3/06/88        225.00   1  12/13/11
  _    AUSTIN/MICHAEL/ELLIOTT               3/06/88         80.00   1  12/14/10
  _    AUSTIN/MICHAEL/ELLIOTT               3/06/88        100.00   1  10/19/10
                                                                     More...
 F3=Exit    F12=Cancel
```

This screen will be displayed to the user when 'F7=All Mailers' is selected from the main Statement Reprint screen. This option allows the user to view the statements/mailers and notification letters generated for an individual regardless of the run date. The function should be used when the user does not know the run date and/or needs to locate all mailers and notification letters sent to an individual.

The line items in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list will start with the next line item that starts with or matches the criteria entered.

The case will not be capable of reprinting if the case appears in yellow. This is due to the fact the statement was created with an older version of COLLECT.

If the name appears in pink, that record was part of a 3rd Party Collection Agency Extract.

Screen input edits are as follows:

The only valid options are 5=Display and 6=Reprint Statements. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options function the same as when they are selected from the Statement Reprint – Option 7 screen. They are defined on the previous pages.

Menus: 8. Reporting

```
D6000DMC                COLLECT System Reporting Menu        8/27/13  14:35:34

Select one of the following:

 Reports:                  1. Balance Due
                           2. Show Cause Hearing
                           3. Payment Plan Partial Payment
                           4. Payment Plan Expiration
                           5. Money Collected
                           6. Money Collected by Event
                           7. Statements Sent
                           8. Event Sent
                           9. Never Received Statement
                          10. Wage Assignment
                          11. Address Stop
                          12. Stop Code
                          13. Incomplete Address
                          14. Remit Prisoner Funds
                          15. Payment Plan Past Due


Type selection, press Enter.   ===>  █

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
```

This Reporting menu will be displayed to the user when menu option 8 is selected from the main menu. This option allows the user to select which report they wish to produce.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Returns the user to the COLLECT system main menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 1. Balance Due

```
D0800DMC                  Balance Due Report Selection          4/25/07  13:01:07


Type choice, press Enter.


Report type . . . . 1   (1 = All Cases)
                        (2 = Payment Plan Cases)
                        (3 = Non-Payment Plan Cases)

















F3=Exit    F12=Cancel
```

The Balance Due Report Selection will allow the user to print the balance due report with totals by name/date of birth combination. Type in the 'report type' (if something other than the default value from the customization area is requested) and press Enter. The selected Balance Due report will be submitted to batch and print when the entire report has been generated.

When report type equals:

"1=All Cases" - All currently open cases, both on a payment plan and not on payment plan will be included on the report.

"2=Payment Plan Cases" - All currently open cases on a payment plan will be included on the report.

"3=Non-Payment Plan Cases" - All currently open cases <u>NOT</u> on a payment plan will be included on the report.

Screen input edits are as follows:

- The report type field is a required entry and will only accept a 1=All Cases, 2=Payment Plan Cases, or 3=Non-Payment Plan Cases. Anything else will generate an edit error.

Menus: 8. Reporting
Reports: 1. Balance Due

Screen function keys are as follows:

F3=Exit	Exits Balance Due Report Selection and returns the user to the COLLECT System Main Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 1. Balance Due
Report Example

Page: 1			0800 - KALAMAZOO BALANCE DUE REPORT					4/26/07 11:37:59
All Cases							Last	
Name	Date of Birth	Case ID	P	Balance Due	Pay Plan	Stop Code	Payment Date	
ABAUDONADO/LOELA/LE-MANDA	5/26/74	0511526OT		149.00 149.00	Y		2/05/07	
ABBOTT/JEREMIE/LETRON	3/06/84	0510678ST		159.00 159.00			11/30/06	
ABBOTT/LAZELL/LAMAR	7/12/71	0507226OM		180.00 180.00				
ABBOTT/VINCE/ARMAND	10/31/66	0312438SM		273.60 273.60			6/21/05	
ABD-RAHMAN/ZURAIDAH/BINTI ABDUL/HASHIM/	4/06/68 6/15/42	0308285SM 04CK41361B		.00 204.00 204.00				
ABRAHAM/KATINA/ ABRAMOWITZ/SARAH/ANN	7/10/73 5/24/75	0108318SM 00G45176C		.00 120.00 120.00				
ACOSTA/ISMAEL/ ADAMS/BURNNETTER/LYNN	10/31/70 7/17/81	0507107OM 0403808OT		.00 252.00 252.00				
ADAMS/DANIELA/TINNASH ADAMS/EDWARD/ANDREW	8/29/86 8/23/71	0310498SM 04CK43099B 0411810OT 0503789OT 0503953ST		.00 56.40 288.00 204.00 498.00 1,046.40			2/23/05	
ADAMS/FRANK/WILLIAM	7/25/67	03H25592A		135.00 135.00				
ADAMS/JAMES/EDWARD	7/18/55	0505183ST		384.00 384.00				
ADAMS/JAMES/JOSEPH	8/15/82	0504950ASD		324.00 324.00			9/20/05	
ADAMS/MICHAEL/SHANDALE	12/15/79	0311533SM		329.54 329.54			4/15/04	
ADAMS/MICHAEL/TRACY	1/10/56	0311549SM		300.00 300.00				
ADAMS/SONNY/BOY	6/25/53	05CK48380B 0503961OT		132.00 132.00 264.00			3/10/05	
ADAMS/VERBERY/RENARD ADAMSON/SERMAN/	9/07/59 10/03/50	0000350SM 0009359SM		.00 .00				

Page: 155			0800 - KALAMAZOO BALANCE DUE REPORT					4/26/07 11:37:59
All Cases							Last	
Name	Date of Birth	Case ID	P	Balance Due	Pay Plan	Stop Code	Payment Date	
ZUNIGA/CAROL/LOUISE	1/17/58	03H20572C 0310883OT 0405275ST 05Z066665B 0604404OT 0609632OT		90.00 264.00 318.00 222.00 198.00 .00 1,092.00			5/13/04	
ZUNIGA/RICARDO/	4/10/87	0703077OT		34.00 34.00				
ZUNIGA/RICARDO/ANGEL	4/10/87	0611185OT		150.00 150.00				
ZYLSTRA/ANDREW/SCOTT	6/11/83	0703645AOD 0703645BOT		.00 .00			1/26/07	
ZYSKOWSKI/ALEXANDER/TIMOTHY	2/24/88	0612700SM		.00				
Report total:				723,564.46				
Pay plan totals:				16 defendants 35 cases				

** END OF REPORT **

Menus: 8. Reporting
Reports: 2. Show Cause Hearing

```
D6000DMC              Show Cause Hearing Report Selection      5/27/09  16:21:51

Type choice, press Enter.

Report selection . . . . . . . . . . . . . . . . . ▉   (1=Payment plan cases)
                                                       (2=All other open cases)

Include cases with number of statements sent . . . _4  (Greater than or equal)

Perform docket test (future scheduled cases) . . . Y   (Y=Yes, N=No)

Exclude "Stop Code" cases (regular & address)  . . N   (Y=Yes, N=No)




F3=Exit    F12=Cancel
```

The Show Cause Hearing Report Selection will allow the user to print the show cause hearing report based on the number of statements sent to an individual.   Any individual listed on this report can be scheduled for a show cause hearing using your existing JIS software; they WILL NOT automatically be scheduled from this application. Type in the 'report selection', 'number of statements sent', 'perform docket test', and 'exclude stop code cases' (if something other than the default value from customization is requested) and press Enter. The selected Show Cause Hearing Report will be submitted to batch and print when the entire report has been generated.

When the report selection field equals:
> "1=Payment Plan Cases" - Only cases on a payment plan will be included   on the report.

> "2=All other open cases" - All open cases not on a payment plan will be included on the report.

When the perform docket test field equals:
> "Y=Yes" - Only cases that do not have a future schedule date will be included on the report.

> "N=No" - All eligible cases will be included on the report.

When the exclude stop code cases field equals:
> "Y=Yes" - Only cases that do not have a current COLLECT stop code (either regular or address) will be included on the report.

> "N=No" - All eligible cases will be included on the report.

Menus: 8. Reporting
Reports: 2. Show Cause Hearing

Screen input edits are as follows:

- The 'report selection' field will only accept a 1=Payment Plan Cases or 2=All Other <u>Open</u> Cases. Any other value will generate an edit error.

- The 'include cases with number of statements sent' will accept any non-zero number. Any other value will generate an edit error.

- The 'perform docket test' will only accept a Y=Yes or N=No. Any other value will generate an error.

- The 'exclude "Stop Code" cases' will only accept a Y=Yes or N=No. Any other value will generate an error.

Screen function keys are as follows:

F3=Exit   Exits Show Cause Hearing Report Selection and returns the user to the COLLECT System Main Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 2. Show Cause Hearing
Report Example

```
Page:    4                        6000 - DMC TECHNOLOGY GROUP                          6/06/14  11:24:20
                                   SHOW CAUSE HEARING REPORT                       Perform Docket Test: Y
Minimum Statements Sent:  2             Payment Plan Cases                     Exclude "Stop Code" Cases: N

                         Date of                    Balance     Last     Last   Days
Name                      Birth    Case ID    P        Due       Stmt    Payment Overdue

WIGGINS/AMY/LYNN         1/19/76  13D465734             75.00   3/12/14  2/10/14  116

WILLIAMS/DARCELL/RENEE   1/24/88  13149200SD  Y      1,425.00   4/29/14  2/07/14  119

YONKER/JUSTIN/DAVID      9/12/86  13X041689B            294.00  3/19/14  1/10/14  147
                                  13157089ST            474.00  3/19/14  1/10/14  147

YOUNG/VICKI/LYNN         3/14/65  13154051ST            225.00  4/16/14  3/19/14  _79


                              ** END OF REPORT **
```

Menus: 8. Reporting
Reports: 3. Payment Plan Partial Payment

```
 _D0800DMC                 Pay Plan Partial Payment Rpt         4/25/07  13:03:37


  To submit job to batch, press Enter.





                 There are no selection parameters associated with this
                 job.  Press Enter to submit the job to batch, otherwise
                 press F3=Exit or F12=Cancel to return to the menu.











     F3=Exit    F12=Cancel
```

The Payment Plan Partial Payment Report lists all of the individuals on a payment plan who have made partial payments. It will list the scheduled date of the payment, when the payment was made, and amount. After the user presses Enter, the Payment Plan Partial Payment Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

F3=Exit   Exits Payment Plan Partial Payment Report Submit and returns the user to the COLLECT System Reporting Menu.

F12= Cancel   This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 3. Payment Plan Partial Payment
Report Example

```
Page:    6                          0800 - KALAMAZOO                                    6/07/07  11:28:14
                                 PAYMENT PLAN PARTIAL PAYMENT REPORT

                          Date of           Date        Amount    Date       Amount
Name                       Birth    Pay#    Due          Due       Paid       Paid

WILLIAMS/SHARNITA/LATEE    4/23/87    3    8/06/05        50.00   7/21/05      20.00
                                      5   10/05/05        50.00  10/03/05      20.00

WILLIAMS/TARNELL/          3/23/75    1    2/05/06       100.00   2/06/06      20.00

WRIGHT/JACKEL/ANN         11/28/65    1    5/21/04        50.00   4/23/04      45.00

YAISRAEL/CARRIE/LEA        6/02/73    5    9/05/05        25.00   8/12/05      10.00
                                      7   11/04/05        25.00  10/27/05      10.00

ZIMMERMAN/JOHN/PAUL       12/12/66    7    2/27/06        25.00   2/24/06      10.00


              Number of defendants on a payment plan:      1,592
              Number of defendants with partial payments:    130
              Number of partial payment entries found:       152

                              ** END OF REPORT **
```

Menus: 8. Reporting
Reports: 4. Payment Plan Expiration

```
D6000DMC          Payment Plan Expiration Report Selection    6/02/08  08:11:52


Type choice, press Enter.


Days within expiring . . . . . . . . . .  45   (Number of days)

















F3=Exit   F12=Cancel
```

The Payment Plan Expiration Report lists all of the individuals on a payment plan who's plan is going to end still owing money because the maximum duration entered ended the plan before it was completely paid off. After the user presses Enter, the Payment Plan Expiration Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

- The 'Days within expiring' field will only accept a whole number. Any other value will generate an edit error.

Screen function keys are as follows:

    F3=Exit   Exits Payment Plan Expiration Report Selection and returns the
                        user to the COLLECT System Reporting Menu.

    F12= Cancel   This key will function the same as the F3=Exit from this screen
                        and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 4. Payment Plan Expiration
Report Example

```
Page    1                          6000 -  DMC-MUSKEGON-TEST                              6/03/08    8:47:17
                                Collections - Payment Plan Expiration Report

Payment plans set to expire within 45 days.    Report only includes Payment Plans reaching the Maximum Duration and a balance due.

                             Payment      Date of     Total Pay   Expire                  Remaining
Name                    DOB      Frequency    Agreement   Plan Amt    Date    Case ID         Amount Due

ABBATOY/FREDRICK/LEE JR  6/20/85  MONTHLY     6/04/07      280.00   6/30/08   07D351091            85.00
                                                                             07090544ST          195.00
                                                                                TOTAL:           280.00


        Total Payment Plans set to Expire:        1



                                        ** End of Report **
```

Menus: 8. Reporting
Reports: 5. Money Collected

```
D6000DMC                  Money Collected Report Selection      6/02/11   14:41:18


Type choices, press Enter.

Report basis . . . . . . . . . . . . . . █      (1 = Payments)
                                               (2 = Statements)


Date range . . . . . . . . . . . . . . .  6/02/11 to  6/02/11   (MM/DD/YY)

Number of days from last stmt/payment  .  90   (Number, 999 = Any Statement)

Report type  . . . . . . . . . . . . . .  1     (1 = Stmt/Payment Detail)
                                                (2 = Full Detail)
                                                (3 = Summary)

Include only case type(s). . . . . . . . ? FY   GC   LT   OK   (JIS Case Types)
                                           SK   __   __   __   (Leave blank for all)
                                           __   __   __   __   (Use F4 to modify)
                                           __   __   __   __
                                           __   __   __   __



F3=Exit    F4=Prompt    F12=Cancel
```

The Case Types here are defined in Customization. They can only be modified by using the F4=Prompt key.

The Money Collected Report Selection will allow the user to print the Money Collected Report based on Payments or Statements. Type in the report basis, date range in MM/DD/YY format (if different from current date default), number of days from the last stmt/payment, and select the report type and press Enter. The Money Collected Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

When the 'report basis' field equals:

> 1=Payments - All JIS payment records between the date range selected will be included. Bond or bond forfeitures will NOT be included.

> 2=Statements - All statement/mailers mailed out during the date range selected will be included.

When the 'date range' field equals:

> The date range will be used as entered for either payments or statements/mailers (as selected above). If the user only wants to see information for a specific date, enter the same date for both date parameters.

Menus: 8. Reporting
Reports: 5. Money Collected

When the 'number of days' field equals:

> If using '1=Payments', the report will look back the entered number of days prior to the payment date to see if a statement mailer was generated on this case.   This will allow the user to separate statement payments from non-statement payments, or to discredit the payment on a stale statement. If you use 999, it will look to the beginning of time prior to the payment and report payments if any statement was generated on this case.

> If using '2=Statements', the report will look forward the entered number of days after the actual statement date to determine if payments occurred after the statement. If you use 999, it will look through the current date for any payment made since the statement date.

When the 'report type' equals:

> 1=Statement/Payment Detail
> > If the user selected '1=Payments', the report will produce detail on just the payments from statements within the number of days entered. The summary page will print at the bottom of the report.

> > If the user selected '2=Statements' the report will produce detail for all statements with payments within the number of days entered. The summary page will print at the bottom of the report.

> 2=Full Detail
> > If the user selected '1=Payments', the report will produce both statement and non-statement detail. The summary page will print at the bottom of the report.

> > If the user also selected '2=Statements', the report will produce detail for all statements generated in that time range with or without payments made. The summary page will print at the bottom of the report.

> 3=Summary
> > The summary page will be the only information printed.

When the 'Include only case type(s)' equals:

> All Blanks
> > Every case type will be included on the report.

> Any valid JIS case type (multiples accepted)
> > The program will only include on the report the case type(s) selected. This feature will allow the user to segregate the data for the report down to the selected case types.

Menus: 8. Reporting
Reports: 5. Money Collected

Screen input edits are as follows:

- The report basis field is required and will only accept a 1=Payments or 2=Statements. Any other value will generate an edit error.

- The date range fields are required and will only accept valid dates in MMDDYY format. Any other value will generate an edit error.

- The number of days from last statement/payment is required and must contain a valid number. Any other value will generate an edit error. If 999 is entered in this field all statements will print as long as they fall within the date range (no additional days will be added).

- The report type field is required and must contain a 1=Stmt/Payment Detail, 2=Full Detail, or 3=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit — Exits Money Collected Report Selection and returns the user to the COLLECT System Main Menu.

F4=Prompt — This key will display a window screen to allow the user to add/remove the default case types for the report. Case types cannot be modified without using the F4=Prompt key. The list of case types will always default back to what is defined in the customization section, no matter what was modified with the F4=Prompt key.

F12=Cancel — This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 5. Money Collected
Report Example based on Payments

```
Page    1                              6000 - DMC-MUSKEGON-TEST                            6/02/11    15:04:43
                                    Collections - Money Collected Report

Selection Parameters:   Payments From 01/01/05   To 06/02/11     Days from Last Statement:  90     Report Type: Statement Detail
                        Case Type(s): FY-GC-LT-OK-SK

 Name                         Case       Party  Cnt  Payment Date    Amount      Amount Due      Statement Date   M/L   Pay Plan

 ABBEY/DANIELLE/MARIE         05D310925   D01    1    02/09/06         12.00          12.00        02/08/06         M

 ABRAHAM/RICHARD/ALAN         06D317386   D01    1    03/20/06         45.00          45.00        03/15/06         M

 ADAMS/ANGELA/MARIE           05D299409   D01    1    08/12/05         45.00          45.00        07/13/05         M

 AHUMADA/ALEX/               06D330730   D01    1    11/03/06         54.00          54.00        10/05/06         M

 AIDRED/BARBARA/ALICE         07D336429   D01    1    06/05/07         66.00          66.00        05/02/07         M

 ALEXANDER/JACOB/AARON        04D290053   D01    1    05/01/07         55.00          55.00        02/21/07         M

 ALEXANDER/JACOB/AARON        04D290053   D01    1    11/14/07         79.00          79.00        09/19/07         M

 ALEXANDER/JACOB/AARON        05D308733   D01    1    11/14/07        211.00         211.00        09/19/07         M

 ALEXANDER/LIONEL/JR          06D323240   D01    1    07/07/06         45.00          45.00        07/06/06         M

 ALEXANDER/REBECCA/CAROL      05D309455   D01    1    12/15/05         25.00          25.00        12/07/05         M

 ALI/MURAN/IBN                06076274FY  D01    3    05/04/07         50.00          50.00        05/02/07         M

 ALI/MURAN/IBN                06076274FY  D01    3    06/01/07        100.00         100.00        05/02/07         M

 AILEN/DENISE/PATRICIA        06D336640   D01    1    05/17/07         15.00          15.00        04/18/07         M

 AILEN/DENISE/PATRICIA        06D336640   D01    1    05/24/07         15.00          15.00        04/18/07         M

 AILEN/DENISE/PATRICIA        06D336640   D01    1    06/01/07         15.00          15.00        04/18/07         M

 AILEN/DENISE/PATRICIA        06D336640   D01    1    06/07/07         15.00          15.00        04/18/07         M

 AILEN/DENISE/PATRICIA        06D336640   D01    1    06/14/07          6.00           6.00        04/18/07         M

 ALLEN/LATRICE/JENEIL         08D372361   D01    1    03/04/09         66.00          66.00        02/04/09         M

 ALSTON-PATTERSON/CHARLOTTE/REN 07D327538B D01   1    04/01/08         36.00          36.00        03/12/08         M

 ANDERSON-WILLIAMS/HELEN/LOUISE 10D394058 D01    1    05/25/10         30.00          30.00        05/18/10         M      PP

 ANDERSON-WILLIAMS/HELEN/LOUISE 10D394058 D01    1    06/29/10         20.00          20.00        05/18/10         M      PP

 ANDERSON-WILLIAMS/HELEN/LOUISE 10D394058 D01    1    08/04/10         25.00          25.00        05/18/10         M      PP

 ANDERSON/CHARLES/            07D335973   D01    1    04/16/07         55.00          55.00        04/04/07         M

 ANDERSON/CORY/SCOTT          09110675FY  D01    5    05/04/10         10.00       5,890.90        05/04/10         M      PP

 ANDERSON/HELEN/LOUISE        05D290218   D01    1    03/16/05         35.00          35.00        03/09/05         M

 ANDERSON/PAUL/BRIAN          07535778    D01    1    11/20/07         15.00          15.00        11/14/07         M

 ANDERSON/TRACY/LYNETTE       05D317170   D01    1    03/06/06         45.00          45.00        02/22/06         M

 ANDREWS/CHRISTINA/LYNN       05D309444   D01    1    03/09/06         54.00          54.00        03/01/06         M
```

```
Page   62                              6000 - DMC-MUSKEGON-TEST                            6/02/11    15:04:43
                                    Collections - Money Collected Report

Selection Parameters:   Payments From 01/01/05   To 06/02/11     Days from Last Statement:  90     Report Type: Statement Detail
                        Case Type(s): FY-GC-LT-OK-SK

 Name                         Case       Party  Cnt  Payment Date    Amount      Amount Due      Statement Date   M/L   Pay Plan
       04/20/10        Statement #    1                                555.00                           2  Cases in date range.
       04/20/10        Statement #    3                                 60.00                           1  Cases in date range.
       04/27/10        Statement #    2                                 36.00                           1  Cases in date range.
       05/04/10        Statement #    1                                390.00                           3  Cases in date range.
       05/11/10        Statement #    1                                 10.00                           0  Cases in date range.
       05/11/10        Statement #    2                                180.00                           2  Cases in date range.
       05/18/10        Statement #    2                                 45.00                           1  Cases in date range.
       05/25/10        Statement #    2                                190.00                           2  Cases in date range.
       05/25/10        Statement #    3                                140.00                           1  Cases in date range.
       06/01/10        Statement #    1                                390.00                           2  Cases in date range.
       06/01/10        Statement #    3                                180.00                           2  Cases in date range.
       06/15/10        Statement #    2                                 45.00                           1  Cases in date range.
       06/15/10        Statement #  110                                317.00                           0  Cases in date range.
       06/22/10        Statement #    1                                160.00                           1  Cases in date range.
       06/29/10        Statement #    1                                181.00                           3  Cases in date range.
       07/13/10        Statement #    1                                 75.00                           1  Cases in date range.
       07/21/10        Statement #    1                                 75.00                           1  Cases in date range.
       07/28/10        Statement #    1                                 45.00                           2  Cases in date range.
       08/04/10        Statement #    1                                100.00                           1  Cases in date range.
                                                                 ==============                   =========
       Total Money Collected                                       115,797.30                         921  Cases in date range.

       Statement Summary by Statement Number
                       Statement #    1                              61,987.83                         505  Cases in date range.
                       Statement #    2                              22,064.18                         164  Cases in date range.
                       Statement #    3                              30,415.29                         247  Cases in date range.
                       Statement #  104                                 743.00                           4  Cases in date range.
                       Statement #  110                                 317.00                           0  Cases in date range.
                       Statement #  800                                 270.00                           1  Cases in date range.
                                                                 ==============                   =========
       Total Money Collected                                       115,797.30                         921  Cases in date range.

       Total Money Collected - Pay Plan No Statement Sent:          25,097.01                          35  Cases in date range.
       Total Money Collected - Pay Plan Statement Sent:             7,712.73                           52  Cases in date range.
       Total Money Collected - No Statements Sent:                773,156.61                        3,958  Cases in date range.
       Total Money Collected - Statements Sent:                   115,797.30                          921  Cases in date range.
                                                                 ==============                   =========
       Report Totals for Selected Date Range:                    921,763.65                        4,966


                                        ** End of Report **
```

Menus: 8. Reporting
Reports: 5. Money Collected
Report Example based on Statements

```
Page    1                              6000 - DMC-MUSKEGON-TEST                              6/02/11    15:53:30
                                     Collections - Money Collected Report

Selection Parameters:    Statements from 01/01/10  To 01/31/10   Days from Last Payment: 90   Report Type: Statement Detail
                         Case Type(s): FY-GC-LT-OK-SK

Name                        M/L   Amount Due    Case       Party   Statement Date Nbr  Payment Date   Payment Amount   Pay Plan


BOYD/TRAVIS/EMERSON          M       336.00   08099803FY    D01       01/20/10     1   03/26/10   +      132.00

CAREFELLE/MATTHEW/IAN        M        75.00   09D396324     D01       01/20/10     1   02/05/10           75.00

HARTMAN/LIBBY/ANN            M       150.00   09112093FY    D01       01/06/10     1   01/19/10          150.00

       Statement Summary by Date and Statement Number
             01/06/10      Statement #   1                           150.00                    1  Cases in date range.
             01/20/10      Statement #   1                           207.00                    2  Cases in date range.
                                                                ==============               =========
                                Total Money Collected:              357.00                    3  Cases in date range.

       Statement Summary by Statement Number
                           Statement #   1                           357.00                    3  Cases in date range.
                                                                ==============               =========
                                Total Money Collected:              357.00                    3  Cases in date range.

       Number of Statements mailed during period specified:                16
       Number of Statements paid (as of run date):                          3
       Number of Cases on selected statements during period specified:     16
       Number of Cases paid (as of run date):                              3
       Total amount owed during period specified:                  10,244.33
       Total amount paid (as of run date):                            357.00


                                         ** End of Report **
```

Menus: 8. Reporting
Reports: 6. Money Collected by Event

```
D6000DMC        Money Collected by Event Report Selection      8/27/13  15:06:50

Type choices, press Enter.

Date range . . . . . . . . . . . . . . . . 8/27/13 to  8/27/13   (MM/DD/YY)

Number of days from last payment . . . . 100    (Number, 999 = Any Payment)

Report type  . . . . . . . . . . . . . . 1     (1 = Payment Detail)
                                                (2 = Full Detail)
                                                (3 = Summary)
Event codes to be used:
  Code Desc            Code Desc            Code Desc            Code Desc
  Q010 STMT SENT       Q013 WARRANT LTR     Q014 PROB LTR SNT    Q015 NOTF LTR SNT
  Q021 ADD PAY PLAN    Q027 COL AGENCY      Q030 TXGARN FILED    Q031 REMIT PRIS
  Q033 WAG ASN FIL




F3=Exit    F7=Override Event Codes    F12=Cancel
```

The Money Collected by Event Report Selection will allow the user to print the Money Collected by Event Report. This report is similar to the Money Collected Report based on payments, except this report allows the user to customize the event codes to try and determine exactly what triggered the payment. Type the date range in MM/DD/YY format (if different from current date default), number of days from the last payment, and select the report type and press Enter. The Money Collected Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

When the 'date range' field equals:

> The date range will be used to look at payments made within the date range selected. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'number of days' field equals:

> The report will look back the entered number of days prior to the payment date to see if an event was generated on this case.   This will allow the user to separate event payments from non-event payments, or to discredit the payment on a stale event. If you use 999, it will look to the beginning of time prior to the payment and report payments if any event was generated on this case.

Menus: 8. Reporting
Reports: 6. Money Collected by Event

When the 'report type' equals:

> 1=Payment Detail
>> The report will produce detail on the payments from events within the number of days entered. The summary page will print at the bottom of the report.

> 2=Full Detail
>> The report will produce both event and non-event detail. The summary page will print at the bottom of the report.

> 3=Summary
>> The summary page will be the only information printed.

Screen input edits are as follows:

- The date range fields are required and will only accept valid dates in MMDDYY format. Any other value will generate an edit error.

- The number of days from last payment is required and must contain a valid number. Any other value will generate an edit error. If 999 is entered in this field all events will print as long as they fall within the date range (no additional days will be added).

- The report type field is required and must contain a 1=Payment Detail, 2=Full Detail, or 3=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Money Collected Report Selection and returns the user to the COLLECT System Main Menu.
F7=Override Event Codes	Displays the window to allow entry of additional event codes for the report to process. These codes can be any JIS action code found on the ACT screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 6. Money Collected by Event
F7=Override Event Code

```
D6000DMC        Money Collected by Event Report Se ┌─── Override Event Codes ───┐
                                                    │ Type codes, press Enter.   │
Type choices, press Enter.                          │    Code  Description        │
                                                    │    Q010  STMT SENT          │
Date range . . . . . . . . . . . . . . . . 8/27/13  │    Q013  WARRANT LTR        │
                                                    │    Q014  PROB LTR SNT       │
Number of days from last payment . . . . 100   (Nu  │    Q015  NOTF LTR SNT       │
                                                    │    Q021  ADD PAY PLAN       │
Report type  . . . . . . . . . . . . . . 1     (1   │    Q027  COL AGENCY         │
                                          (2        │    Q030  TXGARN FILED       │
                                          (3        │    Q031  REMIT PRIS         │
Event codes to be used:                             │    Q033  WAG ASN FIL        │
  Code Desc          Code Desc          Code De     │    WR07  BW FAIL APPR       │
  Q010 STMT SENT     Q013 WARRANT LTR   Q014 PR     │    WR08  BW FL EXC SN       │
  Q021 ADD PAY PLAN  Q027 COL AGENCY    Q030 TX     │    WR09  BW VIOL PROB       │
  Q033 WAG ASN FIL                                  │    ____                     │
                                                    │    ____                     │
                                                    │    ____                     │
                                                    │    ____                     │
                                                    │                  More...    │
                                                    │ F3=Exit    F12=Cancel       │
F3=Exit   F7=Override Event Codes   F12=Cancel      └─────────────────────────────┘
```

The Override Event Code Window will allow the user to add or remove non-COLLECT event codes used by the report. Any non-COLLECT event codes that are to be permanently defaulted on the report can be added in the System Customization area. To determine available JIS codes, refer to the ACT screen "Actn" column**.**

Screen input edits are as follows:

- Any valid JIS action code will be allowed. The system will allow for a total of 20 codes to be entered, both COLLECT and JIS combined.

Screen function keys are as follows:

F3=Exit	Exits the Override Event Codes window and returns the user to the Money Collected by Event Report Selection.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 6. Money Collected by Event
Report Example

```
Page    1                            6000 -  DMC-MUSKEGON-TEST                          5/28/09   16:33:00
                                Collections - Money Collected by Event Report

Selection Parameters: Payments From04/01/09  To 05/28/09    Days from Last Statement100   Report Type:Statement Detail
                      Targeted Event Codes:PRIS Q010 Q015 Q027 TAXG WAGE


 Name                     Case      Party Cnt  Payment Date    Amount     Amount Due      Event Date    Code   Pay Plan

ABBATOY/FREDRICK/LEE JR   08100459SM  D01  1   05/21/09          40.00        588.00      05/21/09      Q027

ADAME/ISMAEL/            00D182600C   D01  1   05/07/09         152.00        152.00      03/16/09      WAGE

GABRIEL/RIGOBERTO/       07094023SM   D01  3   04/23/09          50.00        132.00      02/24/09      Q010       PP

TADE/PHILLIP/F           03040188SM   D01  1   05/13/09         100.00        100.00      05/13/09      PRIS

WACHTER/KATRINA/KAY      08D362625B   D01  1   05/08/09          95.00         95.00      05/08/09      WAGE

WACHTER/KATRINA/KAY      08096861OT   D01  2   05/08/09         174.00        174.00      05/08/09      WAGE

       Pay Plan Summary by Event Code
          Event  Q010  STMT SENT                                50.00                            1 Cases in date range.
                                                           ==============                      =========
       Total Money Collected                                   50.00                            1 Cases in date range.

       Statement Summary by Event Code
          Event  Q027  COL AGENCY                               40.00                            1 Cases in date range.
          Event  WAGE  WAGE ASGNMT                             421.00                            3 Cases in date range.
          Event  PRIS  REMIT PRIS                              100.00                            1 Cases in date range.
                                                           ==============                      =========
       Total Money Collected                                  561.00                            5 Cases in date range.

       Total Money Collected - Pay Plan - No Targeted Event:   663.00                            5 Cases in date range.
       Total Money Collected - Pay Plan - Targeted Event:       50.00                            1 Cases in date range.
       Total Money Collected - No Targeted Event:               60.00                            1 Cases in date range.
       Total Money Collected - Targeted Event:                 561.00                            5 Cases in date range.
                                                           ==============                      =========
       Report Totals for Selected Date Range:               1,334.00                           12


                                   ** End of Report **
```

Menus: 8. Reporting
Reports: 7. Statements Sent

```
DO800DMC              Statements Sent Report Selection      4/25/07   13:09:38


Type choices, press Enter.


Date range . . . . . . . . . . . . . . .  4/25/07 to  4/25/07   (MM/DD/YY)


Report Type  . . . . . . . . . . . . . . 1   (1=Detail)
                                             (2=Summary)

















F3=Exit    F12=Cancel
```

The Statements Sent Report Selection will allow the user to print the Statements Sent Report summary or detail. Type in the date range in MM/DD/YY format (if different from current date default), select the report type and press Enter. The Statements Sent Report will be submitted to batch and print when the entire report has been generated.

When the 'date range' field equals:

> The date range will be used to select the statements that were sent out during that time frame. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'report type' equals:

> 1=Detail
>> The report will list the statement date, statement number, and the number of statements sent. The summary page will print at the bottom of the report.

> 2=Summary
>> The summary page will be the only information printed.

Menus: 8. Reporting
Reports: 7. Statements Sent

Screen input edits are as follows:

- The date range fields are required and will only accept valid dates in MMDDYY format. The from date must be less than or equal to the to date. Any other value will generate an edit error.

- The report type field is required and must contain a 1=Detail or 2=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits Statements Sent Report Selection and returns the user to the COLLECT System Main Menu.

12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 7. Statements Sent
Report Example 1=Detail

```
Page    1                              0800 - KALAMAZOO                        5/02/07    8:45:24
                                       Collections - Statements Sent Report

Selection Parameters:   Statements From 01/01/2007 To 05/02/2007   Report Type: Detail

 Stmt Date    Stmt Number   Number of Stmts      Amount Due      Stmt Type

04/20/2007        1               4                904.80          PP
04/20/2007        1              25              7,166.00          NPP
                              _____
                                 29

04/24/2007       101              1              1,380.00          NLT
04/24/2007       102              3              1,860.00          NLT
                              _____
                                  4

04/27/2007       101              1                210.00          NLT
04/27/2007       102              6              1,554.00          NLT
                              _____
                                  7

05/01/2007        1             495            229,428.91          UKN
                              _____
                                495
```

```
Page    2                              0800 - KALAMAZOO                        5/02/07    8:45:24
                                       Collections - Statements Sent Report

Selection Parameters:   Statements From 01/01/2007 To 05/02/2007   Report Type: Detail

SUMMARY

Statement   Number of      Number of        Amount Due
 Number       Runs       Mailers/Letters

    1          3             524            237,499.71

  TOTAL        3             524

  101          2               2              1,590.00
  102          2               9              3,414.00

  TOTAL        4              11

  TOTAL        7             535

                          ** End of Report **
```

Report Example 2=Summary

```
Page    1                              0800 - KALAMAZOO                        5/02/07    9:57:19
                                       Collections - Statements Sent Report

Selection Parameters:   Statements From 01/01/2007 To 05/02/2007   Report Type: Summary

SUMMARY

Statement   Number of      Number of        Amount Due
 Number       Runs       Mailers/Letters

    1          3             524            237,499.71

  TOTAL        3             524

  101          2               2              1,590.00
  102          2               9              3,414.00

  TOTAL        4              11

  TOTAL        7             535

                          ** End of Report **
```

Menus: 8. Reporting
Reports: 8. Event Sent Report

```
D6000DMC                 Event Sent Report Selection           5/27/09  16:53:12


Type choices, press Enter.

Date range . . . . . . .  ▮5/28/09 to  5/28/09   (MM/DD/YY)

Report Order . . . . . .  2   (1=Date, 2=Event)

Report Type  . . . . . .  1   (1=Detail, 2=Summary)













F3=Exit   F12=Cancel
```

The Event Sent Report Selection will allow the user to print the Event Sent Report summary or detail sorted by Date or Event. Type in the date range in MM/DD/YY format (if different from current date default), select the report order, report type and press Enter. The Event Sent Report will be submitted to batch and print when the entire report has been generated.

When the 'date range' field equals:

> The date range will be used to select the Events that were sent out during that time frame. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'report order' equals:

> 1=Date
>> The report will list the COLLECT events that were generated, sorted and totaled by date.
>
> 2=Event
>> The report will list the COLLECT events that were generated, sorted and totaled by event.

Menus: 8. Reporting
Reports: 8. Event Sent Report

When the 'report type' equals:

> 1=Detail
> > The report will list the event date, event number, and the number sent. The summary page will print at the bottom of the report.

> 2=Summary
> > The summary page will be the only information printed.

Menus: 8. Reporting
Reports: 8. Event Sent Report
Report Example by Event

```
Page    1                              6000 -  DMC-MUSKEGON-TEST                          5/28/09   16:43:49
                                      Collections - Event Sent Report

Selection Parameters: Events From 04/01/09 To 05/28/09    Report Type: Detail

  Event            Event Date   Number Sent      Amount Due

  COLL AGENCY      05/13/09             28          6,517.60
  COLL AGENCY      05/21/09              5          1,177.00
                                ----------    ---------------
                                        33          7,694.60

  REMIT PRIS       04/13/09              3            953.00
  REMIT PRIS       04/23/09              1            130.00
  REMIT PRIS       05/13/09              1               .00
  REMIT PRIS       05/14/09              2            120.00
  REMIT PRIS       05/27/09              1            150.00
                                ----------    ---------------
                                         8          1,353.00

  STMTS-LETTERS    04/16/09              1            110.00
  STMTS-LETTERS    04/23/09              1            205.00
  STMTS-LETTERS    05/13/09             20          7,061.65
  STMTS-LETTERS    05/19/09              6          1,968.00
  STMTS-LETTERS    05/20/09             13          3,906.00
  STMTS-LETTERS    05/21/09             15          2,907.00
                                ----------    ---------------
                                        56         16,157.65

  TAX GARNS        04/16/09              1            264.00
                                ----------    ---------------
                                         1            264.00

  WAGE ASSIGN      04/16/09              1            145.00
  WAGE ASSIGN      04/23/09              1            115.00
  WAGE ASSIGN      05/07/09              2            705.60
  WAGE ASSIGN      05/08/09              2            269.00
  WAGE ASSIGN      05/11/09              1            636.00
  WAGE ASSIGN      05/22/09              5            355.00

SUMMARY

  Event          Number Sent      Amount Due

  COLL AGENCY            33          7,694.60
  REMIT PRIS              8          1,353.00
  STMTS-LETTERS         56         16,157.65
  TAX GARNS              1            264.00
  WAGE ASSIGN           14          2,335.60

  TOTAL                112         27,804.85



                              ** End of Report **
```

Menus: 8. Reporting
Reports: 9. Never Received a Statement

```
D6000DMC      Never Received a Statement Report Selection    5/30/12  15:48:08

Type choices, press Enter.

Offense Date Range . . . . . . . . . . . 5/30/12 to  5/30/12   (MM/DD/YY)

Include Case Status. . . . . . . . . . . 2   (1 = All Statuses)
                                             (2 = Disposed)
                                             (3 = Pending)

Include Pay Plans. . . . . . . . . . . . 3   (1 = All Cases)
                                             (2 = Payment Plan Cases)
                                             (3 = Non-Payment Plan Cases)

Include Stop Codes . . . . . . . . . . . 2   (1 = All Cases)
                                             (2 = Stop Code Cases)
                                             (3 = Non-Stop Code Cases)




F3=Exit    F12=Cancel
```

The Never Received Statement Report lists all of the individuals in the case master file with an open case that have never received a statement. After the user presses Enter, the Never Received Statement Report will be submitted to batch and print when the entire report has been generated.

When the 'Offense Date Range' field equals:

> The offense date range will be used to select the cases that for whatever reason have never received an overdue statement. Once the list is generated the user can investigate further into why no statements have been sent. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'Include Case Status' equals:

> 1=All Statuses
> > The JIS case status does not matter for selection. All statuses will appear on the report.

> 2=Disposed
> > Only cases with a status of DISP will be selected for the report.

> 3=Pending
> > Only cases with a status of PEND will be selected for the report.

Menus: 8. Reporting
Reports: 9. Never Received a Statement

When the 'Include Pay Plans' equals:

> **1=All Cases**
>> It will not matter if the case is on a Payment Plan or not. All cases will be selected.

> **2=Payment Plan Cases**
>> Only cases on a current Payment Plan will be selected for the report.

> **3=Non-Payment Plan Cases**
>> Only cases NOT on a current Payment Plan will be selected for the report.

When the 'Include Stop Codes' equals:

> **1=All Cases**
>> It will not matter if the case has a Stop Code or not. All cases will be selected.

> **2=Stop Code Cases**
>> Only cases with a current Stop Code will be selected for the report.

> **3=Non-Stop Code Cases**
>> Only cases NOT with a current Stop Code will be selected for the report.

Screen function keys are as follows:

> **F3=Exit**   Exits Never Received Statement Report Submit and returns the user to the COLLECT System Reporting Menu.

> **F12= Cancel**   This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 9. Never Received Statement
Example Report

```
Page    1                              6000 - DMC TECH GROUP                                   5/30/12    16:19:14
                                Collections - Never Received Statement Report
Date Range: 01/01/05 - 01/31/05   Status: ALL    Pay Plans: ALL CASES      Stop Code: ALL CASES

  Name                          Birth     Case ID    Stat    Offense    Amt Due    PP   SC   Next Action

FOX/JAMES/EDWARD                01/30/81  05059681SM  WRNT   01/07/05    146.40              09/12/05  PAYMENT DUE

LEMMER/MARY/HELENA              08/20/59  05059562FY  WRNT   01/04/05     45.00              10/14/05  SCHEDULED FOR BENCH

MCBRIDE/DEBRA/MARIA             11/29/58  05060006SM  WRNT   01/17/05       .00

MOORE/JAMES/POWELL              03/10/79  06072202FY  WRNT   01/01/05       .00

TOUNKARA/FUNDISHA/MAIRYAMU      03/28/77  05059848ST  WRNT   01/06/05     45.00              02/23/05  SCHEDULED FOR PRE-TR

VANDERLAAN/PETER/JAY            04/13/43  09114588SM  DISP   01/01/05       .00              11/18/09  SCHEDULED FOR TRIAL

ZIMMERMAN/KENNETH/JOHN JR       02/06/79  05061011OT  DISP   01/27/05       .00              03/24/05  PAYMENT DUE

                      Total number of cases:           7          236.40



                                   ** End of Report **
```

Menus: 8. Reporting
Reports: 10. Wage Assignment

```
D6000DMC                  Wage Assignment Report Selection        4/09/15  14:11:50

Type choices, press Enter.

Report selection . . . . . . . . . . . 1        (1 = All Cases)
                                                (2 = Payment Plan Cases)
                                                (3 = Non Payment Plan Cases)

Assignment type  . . . . . . . . . . . 1        (1 = All)
                                                (2 = Open Assignments)
                                                (3 = Terminated Assignments)

Report type  . . . . . . . . . . . . . 1        (1 = Detail)
                                                (2 = Summary)

Number of Days from Last Payment . . . . _____  (Select Number >=)
                                                (Blank = All)




F3=Exit   F12=Cancel
```

The Wage Assignment Report Selection will allow the user to print the Wage Assignment Report summary or detail. Type in the report selection (if different from the current default), the assignment type (if different from the current default), and select the report type (if different from the current default) and press Enter. The Wage Assignment report will be submitted to batch and print when the entire report has been generated.

When the 'Report selection' field equals:

1=All Cases	All cases that have an associated wage assignment will print on the report.
2=Payment Plan Cases	Only cases on a payment plan that have an associated wage assignment will print on the report.
3=Non Payment Plan Cases	Only open cases NOT on a payment plan that have an associated wage assignment will print on the report.

Menus: 8. Reporting
Reports: 10. Wage Assignment

When the 'assignment type' field equals:

1=All	Cases with either an open or a terminated wage assignment will print on the report.
2=Open Assignments	Only cases with an open wage assignment will print on the report.
3=Terminated Assignments	Only cases with terminated wage assignments will print on the report.

When the 'report type' equals:

1=Detail	The report will list the date assigned, date terminated, employer, amount per check, and the amount due. The summary page will print at the bottom of the report.
2=Summary	The summary page will be the only information printed.

When the Number of Days from Last Payment is entered, the report will only select record that are greater than or equal to the number of days entered. Blank entry will include all records.

Screen input edits are as follows:

- The cases to include field is required and will only accept 1=All Cases, 2=Payment Plan Cases, or 3=Non Payment Plan Cases. Any other value will generate an edit error.

- The assignment type field is required and will only accept 1=All, 2=Open Assignments, or 3=Terminated Assignments. Any other value will generate an edit error.

- The report type field is required and will only accept 1=Detail or 2=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Wage Assignment Report Submit and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 10. Wage Assignment
Report Example

```
Page    1                              6000 - DMC TECHNOLOGY GROUP                              4/10/15    14:15:26
                                       Collections - Wage Assignment Report
Selection Parameters:
  Cases to Include: All Cases          Assignment Type: All              Report Type: Detail    Number of Days:    50

                                       Date    Date                                             Amount   Last      # of
Name                       Case ID     Assigned Term   Employer                    Amount  Freq  Due      Payment   Days

ANDREE/TIFFANY/MARIE       09110242FY  06/13/13 06/13/13 AUTOMATED WELDING SERVICES  50.00 WEEK  1,776.00 11/18/13
                           09110242FY  06/13/13 09/06/13 MS METAL SOLUTIONS          50.00 WEEK  1,776.00 11/18/13
                           09110242FY  10/15/12 11/16/12 PHOENIX PERSONNELL          50.00 WEEK  1,776.00 11/18/13

DACE/MEREDITH/DANIELLE     13149364SM  10/16/14          WAL-MART                    50.00 week       .00 No Pymts   176

DAULT/VINCENT/MICHAEL      03047721ST  06/23/06 10/04/07 EAGLE ALLOY                 28.00            .00 07/17/06
                           04D284710B  06/23/06 03/03/11 EAGLE ALLOY                 28.00            .00 01/19/06
                           04058431ST  06/23/06 03/03/11 EAGLE ALLOY                 28.00            .00 01/19/06

DAULT/VINCENT/MICHAL       03047332SM  06/23/06 10/04/07 EAGLE ALLOY                 28.00            .00 07/09/07

DAVIS/ANTOINETTE/          9323567CT   02/25/15 02/25/15 SAMS                        12.00 weel     95.00 No Pymts

DAVIS/EMANUEL/LIDDELL      091129290T  02/25/15          121                         12.00 check   136.80 03/08/10 1,859

DENT/JIVONNA/NICOLE        09114118SM  02/01/11 07/10/12 FOOTLOCKER                  50.00 pay        .00 06/11/12

FAIRLEY/BENJAMIN/TYRONE    14D467106   06/04/14 06/04/14 ABC DRUG STORE              25.00 check   125.00 No Pymts

FALTINOWSKI/CHRISTINA/MARIE 02D221919A 06/11/14          SAM'S CLUB                  30.00 check   152.00 No Pymts   303

GAGE/TAMMY/LAVON           04D293061B  02/24/15 02/24/15 RITE AID                    10.00 check   105.00 No Pymts

GARCIA/JOSHUA/MOISES       06D327013B  11/12/14          WALMART                     50.00 check   144.00 No Pymts   149

GERMAN/LATASHARENE/        11129167SM  03/19/13          MAGNA DONNELLY              50.00 WEEK  3,067.00 04/30/14   345
```

```
Page    3                              6000 - DMC TECHNOLOGY GROUP                              4/10/15    14:15:26
                                       Collections - Wage Assignment Report
Selection Parameters:
  Cases to Include: All Cases          Assignment Type: All              Report Type: Detail    Number of Days:    50

                                       Date    Date                                             Amount   Last      # of
Name                       Case ID     Assigned Term   Employer                    Amount  Freq  Due      Payment   Days

JACKSON/DONNELL/RASHAD     09D399291B                   SPEEDWAY GAS                50.00 week      .00
JAARDA/DIANE/MARIE         091110030T                   Z                           1.00 check     .00
GOFF/TINA/MARIE            12147057ST                   WAL MART                    50.00 check     .00
FAIRRIS/MATTHEW/SEAN       13155263SD                   XYZ HARDWARE                10.00 check     .00
FARMER/DERICK/BRODREAS     9657521CM                    DSSASDF                     23.00 week      .00
AAMODT/PAMELA/SUE          99D160299                    A                            1.00 test      .00

        Total Number of Employer Only Assignment:         6
        Total Number of Open Assignments:                 9
        Total Number of Terminated Assignments:          37


                                ** End of Report **
```

Menus: 8. Reporting
Reports: 11. Address Stop

```
D6000DMC                   Address Stop Report Selection           6/05/14  11:40:50

Type choices, press Enter.

Report selection . . . . . . . . . . . . 1      (1 = All Cases)
                                                (2 = Payment Plan Cases)
                                                (3 = Non-Payment Plan Cases)

Report type  . . . . . . . . . . . . . . 2      (1 = All Cases)
                                                (2 = Only New Addresses)












F3=Exit    F12=Cancel
```

The Address Stop Report will list all cases of the individuals who are on an address stop, whether or not each case has the stop code entered. After the user presses Enter, the Address Stop Report will be submitted to batch and print when the entire report has been generated.

When the 'Report selection' field equals:

1=All Cases	All cases that have an associated wage assignment will print on the report.
2=Payment Plan Cases	Only cases on a payment plan that have an associated wage assignment will print on the report.
3=Non Payment Plan Cases	Only open cases NOT on a payment plan that have an associated wage assignment will print on the report.

When the 'Report type' equals:

1=All Cases	The report will list all cases for an individual that have an address stop entered on at least one of their cases.
2=Only New Addresses	The report will list only cases that are on an address stop that have a newer address change date than the date the stop code was entered.

Menus: 8. Reporting
Reports: 11. Address Stop

Screen input edits are as follows:

- The 'report type' field will only accept a "1"=All Cases or "2"=Only New Addresses. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit

Exits Address Stop Report Selection and returns the user to the COLLECT System Reporting Menu.

F12= Cancel

This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 11. Address Stop
Report Example – All Cases

```
Page:    1                          6000 - DMC TECHNOLOGY GROUP                          6/06/14  11:43:56
Report Selection: 1=All Cases               ADDRESS STOP REPORT
Report Type: 1=All

                          Date of            Offense                                    Stop     *--Change---*
Name                       Birth    Case ID    Date    Address                          Date      Date   User

GARRISON/KENNETH/J        11/17/63  08D358371B  3/25/08  5925 N 1095 W                  7/15/08
                          Pay Plan: N    WRNT            MIDDLEBURY        IN  46540
                                    08098807ST  3/25/08  5925 N 1095 W                  7/15/08
                          Pay Plan: N    WRNT            MIDDLEBURY        IN  46540

JACKSON/JOSHUA/ROY         2/04/84  08D365080B  3/23/08  1820 ELWOOD                    7/10/08
                          Pay Plan: N    WRNT            MUSKEGON          MI  49444
                                    08098767OT  3/23/08  1820 ELWOOD                    7/10/08
                          Pay Plan: N    WRNT            MUSKEGON          MI  49444

YOUNG/LYNETTE/SUSAN        8/18/79  08D354948   4/29/08  2112 HENRY ST                  7/16/08  7/07/08  PJM
                          Pay Plan: N    WRNT            MUSKEGON          MI  49441


          Number of defendants on Address Stop:      3
          Number of cases on Address Stop:           5

                                    ** END OF REPORT **
```

Menus: 8. Reporting
Reports: 11. Address Stop
Report Example - Only New Addresses

```
Page:   1                              6000 -   DMC-MUSKEGON-TEST                      6/03/08    8:29:29
Report Type: 2 = Only New Addresses              ADDRESS STOP REPORT

                            Date of             Offense                              Stop    *--Change---*
Name                         Birth    Case ID    Date    Address                     Date     Date   User
DARNELL/ARTHUR/             6/20/81  01D227551   6/17/01  376 CATHERINE              4/16/08
                                                          MUSKEGON        MI  49442
                                     01021926ST  6/17/01  376 CATHERINE AVENUE       4/16/08
                                                          MUSKEGON        MI  49442
                                     98D149934B  10/05/98 376 CATHERINE AVE                   2/20/02  TLB
                                                          MUSKEGON        MI  49442
                                     98D149934C  10/05/98 376 CATHERINE AVE                   2/20/02  TLB
                                                          MUSKEGON        MI  49442
                                     9887025ST   8/31/98  1351 WEST ADDISON # 4B     4/16/08  5/23/08  DMC
                                                          MUSKEGON        MI  49442
                                     9888250SM   10/05/98 376 CATHERINE AVE          4/16/08  2/20/02  TLB
                                                          MUSKEGON        MI  49442
                                     9888270CT   10/05/98 376 CATHERINE AVE          4/16/08  2/20/02  TLB
                                                          MUSKEGON        MI  4944
                                     9888334CT   10/05/98 376 CATHERINE AVE          4/16/08  2/20/02  TLB
                                                          MUSKEGON        MI

ZACK/KIMBERLY/RUTH          3/27/66  07089289SM  5/30/07  7799 FRONT STREET          5/22/08  5/23/08  DMC
                                                          TEMPERANCE


          Number of defendants on Address Stop:        2
          Number of cases on Address Stop:             9

                                      ** END OF REPORT **
```

These 2 cases do not have the address stop code applied, indicated by the blank stop date.

Case number 9887025ST for this individual had its address updated on 5/23/08. Since that date is newer than 4/16/08, it is included on the report with all other open cases for the individual on the system.

Menus: 8. Reporting
Reports: 12. Stop Code

```
D6000DMC                  Stop Code Report Selection        6/05/14  12:01:27

Type choices, press Enter.

Report selection . . . . . . . . . . . . 1      (1 = All Cases)
                                                (2 = Payment Plan Cases)
                                                (3 = Non-Payment Plan Cases)

Select only Stop Code  . . . . . . . . . S      (blank = All Stop Codes)
                                                (Code Value)














F3=Exit    F12=Cancel
```

The Stop Code Report will list all cases of the individuals who have a current stop entered against the case. Stop codes can be user defined within the System Customization area. After the user presses Enter, the Stop Code Report will be submitted to batch and print when the entire report has been generated.

When the 'Select Only Stop Code' equals:

blank	The report will list all cases with a current stop code. The cases selected for the report will be sorted by the user defined stop codes they contain.
Code Value	The report will list only cases that have the selected Stop Code Value set for them. The two stop codes that are pre-defined in COLLECT are "A"=Address Stop and "S"= a generic COLLECT stop. Any other codes would be defined by each individual court.

Screen input edits are as follows:

- The 'report type' field will only accept a "blank"=All Stop Codes or any other code value A-Z and 0-9. If no cases are found for a particular code value, no detail will be printed on the report. .

Menus: 8. Reporting
Reports: 12. Stop Code

Screen function keys are as follows:

F3=Exit   Exits Address Stop Report Selection and returns the user to the COLLECT System Reporting Menu.

F12= Cancel   This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 12. Stop Code
Report Example

```
Page:    3                        6000 - DMC TECHNOLOGY GROUP                     4/10/15  14:23:13
Report Selection: 1=All Cases               STOP CODE REPORT
Report Type: All Stop Codes

                        Date of        Stop  Case  Offense Balance  Payment *--Last Payment--*    Stop
Name                     Birth   Case ID   Code Status  Date    Due     Plan  Amount   Date       Date
POPLAR/ANTONIO/NATHANIAL  9/22/66 04D283253B  B   DISP   7/07/04 150.00                            6/28/13

POPLAR/ANTONIO/NATHANIEL  9/22/66 01D202232   B   DISP   4/13/01 104.00                            6/28/13

POPLAR/ANTONIO/NATHANIEL  9/22/66 01D205986B  B   DISP   6/25/01 107.00                            6/28/13

POPLAR/ANTONIO/NATHANIEL  9/22/66 01D205986C  B   DISP   6/25/01  77.00                            6/28/13

ROOMSBURG/STEVEN/LAWRENCE 4/10/62 08D331412   B   DISP   6/27/08 130.00                            6/28/13

SHINAL/MARCUS/LAMAR      12/12/77 11D425584   B   DISP  10/31/11  38.60          10.00  1/27/14    9/11/12

SHINAL/MARCUS/LAMAR      12/12/77 11D431764   B   DISP  10/22/11 135.00          10.00 12/09/11    9/11/12

SHINAL/MARCUS/LAMAR      12/12/77 12D438668   B   DISP   4/16/12 141.00                            9/11/12

WILLIAMS/VERNON/         12/07/67 06D321181A  B   DISP   6/12/06 102.00          90.00  9/11/08    6/28/13

WILLIAMS/VERNON/         12/07/67 06D321181B  B   DISP   6/12/06 276.00                            6/28/13

WILLIAMS/VERNON/         12/07/67 06D321181C  B   DISP   6/12/06 300.00                            6/28/13

WILLIAMS/VERNON/         12/07/67 06D337725B  B   DISP  12/19/06 180.00                            6/28/13

WILLIAMS/VERNON/         12/07/67 06D337725C  B   DISP  12/19/06 312.00                            6/28/13


        Number of defendants with Stop Code:     19
        Number of cases with Stop Code:          33    Balance Due:    5,656.60
```

```
Page:   28                        6000 - DMC TECHNOLOGY GROUP                     4/10/15  14:23:13
Report Selection: 1=All Cases               STOP CODE REPORT
Report Type: All Stop Codes

                        Date of        Stop  Case  Offense Balance  Payment *--Last Payment--*    Stop
Name                     Birth   Case ID   Code Status  Date    Due     Plan  Amount   Date       Date
Stop Code: S - Stop Sending Overdue Statement Notices   Rmv - Start Sending Overdue Statement Notices

DAGOSTINO-BAILEY/REBECCA/JEAN  1/25/80 14E003711A  S  DISP  3/12/14   135.00 Y

GRISHAM/TERRANCE/DENARD         2/14/72 09117925SM  S  DISP  2/26/06 12,458.00 Y    25.00  4/22/14

SEMELBAUER/MICHELLE/ANN        12/20/68 12145401ST  S  DISP 10/09/12   200.00      11.00  4/09/13

WAHR/PHILLIP/PAUL              12/14/92 13154716SM  S  WRNT 10/14/13   660.00     200.00 12/16/13


        Number of defendants with Stop Code:      4
        Number of cases with Stop Code:           4    Balance Due:   13,453.00

    Total number of defendants with Stop Code:   242
    Total number of cases with Stop Code:        525    Balance Due:  125,533.82

                              ** END OF REPORT **
```

Menus: 8. Reporting
Reports: 13. Incomplete Address

```
 D6000DMC                Incomplete Address Report          5/27/09  08:56:21

  To submit job to batch, press Enter.




              There are no selection parameters associated with this
              job.  Press Enter to submit the job to batch, otherwise
              press F3=Exit or F12=Cancel to return to the menu.






   F3=Exit    F12=Cancel
```

The Incomplete Address Report lists all of the individuals in the case master file with a blank Street, City, State and/or Zip Code. After the user presses Enter, the Incomplete Address Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

F3=Exit   Exits the Incomplete Address Report Submit and returns the user to the COLLECT System Reporting Menu.

F12= Cancel   This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 13. Incomplete Address
Report Example

```
Page:    1                        6000 -  DMC-MUSKEGON-TEST                          5/29/09   8:54:53
                                    INCOMPLETE ADDRESS REPORT

                        Date of              Offense                                     Stop      Amount
Name                     Birth    Case ID     Date    Address                            Code        Due
BARNER/MARC/            7/21/73  9769546SM   3/28/97                                                 50.00
                                                      MUSKEGON HEIGHTS MI  49444

BECKEMAN/DAN/           1/12/54  02002525    9/11/02  5288 SCENIC                                    75.00
                                                      MUSKEGON           MI

BRANSLEY/JAMES/JOHN    11/03/58  91C83514   10/04/91  1416 FULTON                                    80.00
                                                      MUSKEGON           MI

BROWN/RUBY/MAE         11/19/56  07091301SM  8/04/07  HOMELESS                                      120.00

CASTIZO-HERNANDEZ/EMETERIO/  3/03/76  05068605SD  9/17/05  UNKNOWN                                   45.00

CHERRY/GREGORY/DEVOUN   9/29/62  04056732SM   9/30/04                                     Y         191.61

CLAY/ARMAND/EVVETTE JR  4/25/90  08D375350   11/04/08  889 EMERSON                                   55.00
                                                      MUSKEGON           MI

COLE/ARTHUR/STANLEY     8/03/77  08106400SM  11/01/08  36TH AVENUE                                   85.00
                                                      RAVENNA            MI

ELIYAHU/SHKEDI/DAVID    5/15/77  06386894     6/06/06                                               198.00
                                                      ISRAEL

EVANS/CAREN/ANN        11/03/68  07086938SM   3/20/07  HOMELESS                                     100.00

EVILSIZER/ROBERT/EUGENE JR  4/22/69  06D318896A  4/05/06  590 CATAMBA                 A            180.00
                                                      MUSKEGON           MI
                                 06D318896B   4/05/06  590 CATAMBA                     A            300.00
                                                      MUSKEGON           MI
```

```
WELLS/TRACY/LATRES      9/02/72  9212703CT    6/11/92  14416 STOUT                                 125.00
                                                      DETROIT            MI

WEST SHORE SERVICES//            08X126911   12/16/08  6620 LAKE MICHIGAN DR                       675.00
                                                      ALLENDALE          MI

WHITE/PAUL/DAVID        3/14/52  9775170SM    9/30/97  NONE                                         50.00

WILLIAMS/BOBBY/JOE      5/08/62  9660887CT    9/12/96  ADDRESS UNKNOWN                              85.00

WILLICK/SCOTT/LEROY     9/09/79  08098722SM   3/05/08  2349 DUCEY                                  660.00
                                                      MUSKEGON           MI

WOLOWICZ/DOUGLAS/MARTIN  3/21/74  08D360613   4/24/08  HOMELESS                                    228.00

YUHAS/JOHN/             2/25/64  00003294SM   4/22/00  UNKNOWN                                      50.00

ZLOTNICKI/SARAH/KAY    11/13/87  08D379103   12/11/08  2015 MARY                                   120.00
                                                      MUSKEGON           49444

            Number of defendants with Incomplete Address:           62
            Number of cases with Incomplete Address:                74
            Total Amount Due on cases with Incomplete Address:    12,042.21

                              ** END OF REPORT **
```

Menus: 8. Reporting
Reports: 14. Remit Prisoner Funds

```
D6000DMC                 Remit Prisoner Funds Report Selection    5/30/12  09:05:46

Type choices, press Enter.

Remit date range . . . . . . . ▌5/31/12 to  5/31/12   (MM/DD/YY)

-OR-

Include only zero balances . . _   (Y=Yes)
 (Disregard date range)




F3=Exit    F12=Cancel
```

The Remit Prisoner Funds Report lists all of the individuals who currently have been ordered to pay while incarcerated. This is the same report that can be requested from the Satisfaction of Obligation Process launched from the Collections Maintenance program. After the user presses Enter, the Remit Prisoner Funds Report will be submitted to batch and print when the entire report has been generated.

When the 'Remit Date Range' field equals:

> The remit date range will be used to select the cases that appear on the report.   If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'Include Only Zero Balances' equals:

> Y=Yes
> The date range parameter will be ignored and only those cases with an active Remit of Prisoner Funds and a zero balance due on the case will be included on the report.

Screen function keys are as follows:

> F3=Exit   Exits the Remit Prisoner Funds Selection prompt and returns the user to the COLLECT System Reporting Menu.

> F12= Cancel   This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 14. Remit Prisoner Funds
Report Example

```
Page:    7                          6000 - DMC TECH GROUP                              5/31/12   9:00:29
Date Range: 01/01/05 - 05/31/12          REMIT PRISONER FUNDS REPORT

                         Date of            Case   Remit     Amount      Balance  Satisfaction
Name                     Birth   Case ID    Status Date      Collected   Due      Date      Institution

TAYLOR/JAMES/EDWARD      7/03/80  09117317FY  DISP  9/14/11       .00     135.00             CHARLES EGELER RECEI

TENHOPEN/BRETT/MITCHELL  10/17/81 05062532SD  WRNT  11/24/08      .00     982.80             CHIPPEWA CORRECTIONA

THOMPSON-JONES/GRACINE/  3/14/60  04057381SM  CLSD  11/07/08   647.68        .00  11/07/08   ROBERT SCOTT CORRECT

THOMPSON/DAVID/JOSEPH    7/17/76  10123555SM  DISP  5/05/11       .00      93.00             CHARLES EGELER RECEI

TURNER/BARID/DALE        12/30/81 11133443SM  DISP  2/14/12       .00     600.00             CHARLES EGELER RECEI

TWORK/ADAM/JAMES         4/10/70  10119198SM  DISP  8/19/10       .00   1,263.00             PARNALL CORRECTIONAI

WALKER/DEMARIO/ANTWAUN   7/13/85  08106471OT  WRNT  5/16/11    234.00        .00             COOPER STREET CORREC

WALKER/MALACHI/LEE       11/16/87 08102991SM  DISP  1/13/09       .00     724.10             CHARLES EGELER RECEI

WALKER/MYRON/CURTIS      2/16/89  09112286SM  WRNT  9/24/10    236.50     255.50             COOPER STREET FACILI

WALLACE/JULIUS/JAMAL     11/21/78 09116924SM  DISP  9/07/10       .00      40.00             CHARLES EGELER RECEI

WARREN/KENYATTA/EDWARD   9/25/76  04053500SM  CLSD  11/19/08   817.63        .00  11/19/08   CAMP BRANCH

WARREN/REVAL/EDWARD      2/19/85  06D323176A  CLSD  10/16/08    20.00      45.00             ST. LOUIS CORRECTION
WARREN/REVAL/EDWARD      2/19/85  06D323176B  DISP  10/16/08    90.04     120.36             ST. LOUIS CORRECTION

WILLIAMS/DAVID/FLETCHER III  10/08/88 10123575SM  DISP  11/04/11   .00     91.73             CHARLES EGELER RECEI

WILSON/THEODORE/PHILIP   8/31/71  08107067SM  CLSD  8/13/09       .00        .00  8/13/09    GUS HARRISON CORR FA

WRIGHT/MICHAEL/LAWRENCE  2/28/78  09116919SM  DISP  3/23/11     40.00     150.00             CHARLES EGELER RECEI

WYNN/KEVIN/MICHAEL       5/09/79  06073937SM  DISP  10/09/08      .00     649.12             BOYER ROAD CORRECTIC

YOUNG/ARLI/LAMILE        3/31/66  08095994FY  CLSD  8/18/09    553.56        .00  8/18/09    GUS HARRISON CORRCTI
YOUNG/ARLI/LAMILE        3/31/66  08097376FY  WRNT  8/18/09    334.38     903.26  8/18/09    GUS HARRISON CORRCTI

     Total number of defendants:    120
     Total number of cases:         142                       22,489.30  68,615.19
                                    ** END OF REPORT **
```

Menus: 8. Reporting
Reports: 15. Payment Plan Past Due

```
D6000DMC              Payment Plan Past Due Report Selection   8/27/13  15:11:06

Type choices, press Enter.

Targeted Past Due Range . . . 90 to 120     (Number of Days, 999 = Forever)

















F3=Exit    F12=Cancel
```

The Payment Plan Past Due Report lists all of the individuals who are not current with their payment plan and fall between the past due day range entered on the prompt screen. This report will calculate the past due days using the following calculation:

CURR = Current amount that should have been paid from Date of Agreement (or Re-Amort)
ACTUAL = Actual amount that was paid since Date of Agreement (or Re-Amort)
ARREAR = Amount past due, where if paid the pay plan would be current
THRU = Number of days paid thru based on pay plan parameters
PASTDUE = Number of days from THRU to current date

CURR – ACTUAL = ARREAR
ACTUAL amortized over the payment schedule = THRU
Today's date – THRU = PASTDUE   (number of days)

After the user presses Enter, the Payment Plan Past Due Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

> F3=Exit   Exits the Payment Plan Past Due Report Selection prompt and returns the user to the COLLECT System Reporting Menu.
>
> F12= Cancel   This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 8. Reporting
Reports: 15. Payment Plan Past Due
Report Example

```
Page    1                          6000 - DMC TECH GROUP                            8/27/13    15:18:45
                            Collections - Payment Plan Past Due Report
Targeted Range: 300 to 420 Days
                             Agreement              Amount     Current      Amount                   Past
  Name                 Birth  or Re-Amort  Type        Per     Balance    Collected     Arrearage    Due

ZAVITZ/BART/M          1/10/62   6/06/12  MONTHLY     25.00     340.00          .00       340.00     420

ALLEN/JEROME/MICHAEL   12/21/60  6/14/12  MONTHLY     45.00     295.00          .00       295.00     417

FERGISON/VICTORIA/LYNN AKA LAPORTE  7/10/76  6/14/12  MONTHLY   20.00  210.00   .00       210.00     407

DOOLEY/AMANDO/DAH-SHAWN 12/04/92  1/31/12  MONTHLY     80.00     132.00          .00       132.00     392

ANDERSON/ASHLEY/MARIE   8/18/88   2/01/12  MONTHLY     80.00     970.00       500.00       470.00     384

SCHEEL/DAVID/PAUL       4/15/63   8/09/12  MONTHLY     15.00     105.00          .00       105.00     383

ANDERSON/LARRY/JAMES    4/23/53  12/15/11  MONTHLY     43.00     115.00          .00       115.00     382

DODGE/TIFFANY/CAROL     2/29/80   2/24/12  MONTHLY    119.00     826.90       800.00        26.90     341

SECREST/RUSSELL/WILLIAM 5/04/58  10/15/12  WEEKLY      20.00     170.00          .00       200.00     312
                                                                _____    _____    _____
        Total Number of Targeted Payment Plans:        9        3,163.90     1,300.00     1,893.90


                                    ** End of Report **
```

Menus: 9. Database / Miscellaneous

```
D6000DMC        COLLECT System Database/Miscellaneous Menu     5/27/09  09:10:17

 Select one of the following:

  Misc Maintenance:        1. Statement Mailer / Notification Letter Text
                           2. Name Synchronization
                           3. Track Returned Statements - Address Stop
                           4. Prison / Jail Code Maintenance

  Clean-up:                5. Re-organize COLLECT Database Files

  Save:                    6. Backup COLLECT System to Tape




 Type selection, press Enter.  ===> █

 F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
```

This Database/Miscellaneous menu will be displayed to the user when menu option 9 is selected from the main menu. This option allows the user to maintain the system database.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit   Returns the user to the COLLECT system main menu.

F6=Messages   Display any messages sent to the current user or display station.

F7=Spooled Files   Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.

F8=Submitted Jobs   Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency

Menus: 9. Database / Miscellaneous
Misc Maintenance: 1. Statement Mailer / Notification Letter Text

```
 D0800DMC      Statement Mailer / Notification Letter Text      4/25/07  13:11:52
 Type options, press Enter.                         (  1 - 100  Standard Statement)
  2=Change    4=Delete            Text ID Range: (101 - 800  Notification Letter)
                                                 (801 - 900  Warrant Letter)
 Opt    ID   Statement Text (First 8 Lines)       (901 - 999  Warrant Statement)
   =     1
                   OUR RECORDS SHOW THAT PAYMENT ON YOUR TICKET OR
    STANDARD       FILE IS DELINQUENT.  PLEASE PAY IMMEDIATELY TO
                   AVOID FURTHER COLLECTION ACTIVITY.



   _     2        _____

                   COURT RECORDS INDICATE THAT YOUR OUTSTANDING
    STANDARD       BALANCE HAS NOT BEEN PAID.  TO AVOID A WARRANT
                   FOR YOUR ARREST, PLEASE PAY IMMEDIATELY.



                  _____
                                                            More...

  F3=Exit    F6=Add    F12=Cancel
```

The Statement Mailer / Notification Letter Text Maintenance screen displays a list of currently defined statement mailers and the notification letters. The user can then select to change an existing message or add a new one.

Screen input edits are as follows:

- The option field will only accept 2=Change or 4=Delete. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statement Mailer / Letter Notification Text Maintenance and returns the user to the COLLECT System Main Menu.
F6=Add	Allows the user to enter a new message text.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous
Misc Maintenance: 1. Statement Mailer / Notification Letter Text

```
    D0800DMC      Statement Mailer / Notification Letter Text    4/25/07  13:12:29

    Type choice, press Enter.

    Text ID  . . . . . . . .  ___    (  1 - 100  Standard Statement Mailer)
                                     (101 - 800  Notification Letter)
                                     (801 - 900  Warrant Letter)
                                     (901 - 999  Warrant Statement Mailer)

















    F3=Exit    F12=Cancel
```

The above screen will be displayed when the user press F6=Add on the previous screen. It will allow the user to add a new statement mailer or notification letter message. The statement text number directly relates to the current statement number printed on the statements. The statement number must be a non-zero number used to indicate which text is to be associated with the current run of statements.

Please **NOTE**, the ranges for the statement text, notification letters and warrant statement mailer have been changed.

Standard Statement text has been changed from 1 – 99, to 1 – 100.
Notification Letter has been changed from 100 – 989, to 100 – 800)
Warrant Statement Mailer has been changed from 999, to 901 – 999)
Warrant Letter has been added in the range of 801 – 900.

Screen input edits are as follows:

- A number between 1 and 999 must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statement Mailer / Notification Letter Text Maintenance and returns the user to the COLLECT System Main Menu.
F12=Cancel	Returns the user to the Statement Mailer / Notification Letter Text Maintenance screen.

Menus: 9. Database / Miscellaneous
Misc Maintenance: 1. Statement Mailer / Notification Letter Text
1 thru 100 (Standard Statement) or
901 thru 999 (Warrant Statement)

```
   DO800DMC      Statement / Warrant Mailer Text Maintenance    4/25/07  13:15:35


   Type text, press Enter.


   Text ID . . . . . . . :   3      NOTE: Do not type any text in the first
                                          10 positions of line 1 because it
    Start first line HERE.                will print over the pre-printed
                          |               word "MESSAGE:" on the mailer.
                          V
   Text . . .  _          According to our records, you have an outstanding
               balance from at least one unpaid violation.  Please pay the
               entire balance immediately.  Failure to respond promptly
               will result in additional penalties and the matter being
               turned over to a credit bureau.
               YOU MAY HAVE ADDITIONAL FINES AND COSTS ON OTHER CASES NOT
               LISTED ON THIS STATEMENT.




   F3=Exit   F12=Cancel   F16=Delete
```

The Statement / Warrant Mailer Text Maintenance screen will allow the user to add or change the message displayed on the statements. The statement text number directly relates to the current statement number printed on the statements. The program will bring up the current statement text for that number or bring up a blank screen to add new statement text. The user should enter the text message exactly how it is to be printed on the mailers and letters. There should be close attention paid to spelling and punctuation, because how it is entered is how it will print.

Screen input edits are as follows:

- A message to print on the statement must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statement / Warrant Mailer Text Maintenance and returns the user to the COLLECT System Main Menu.
F12=Cancel	Returns the user to the Statement Mailer / Notification Letter Text Maintenance Screen.

Menus: 9. Database / Miscellaneous
Misc Maintenance: 1. Statement Mailer / Notification Letter Text
101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)

```
 Text ID
   101                              99th District Court
                              999 xxxxxxxxxxxx AVENUE
  Letterhead:                xxxxxxxxx, MI   99999-9999
                                  (999) 999-9999


                              www.YourCourtWebsite.com

                          *******  OVERDUE PAYMENT NOTICE  *******

  Date:              4/25/07


                    JOHN EDWARD DOE
  Inside            123 MAIN STREET
  Address:          APT# 1A
                    ANY TOWN, MI   48999



  Salutation:       Dear JOHN EDWARD DOE:
                                                         Legend
                                                          = Predefined
                    Press ENTER to define letter body.    = JIS Data
                                                          = Variable
  F3=Exit    F12=Cancel                                   = Hardcoded
```

The Notification Letter layout screen shows the user the layout of the Notification Letter. The user just needs to press Enter on this screen to advance to the next screen to edit the body of the Notification Letter.

The 'Letterhead' information is retrieved 6. Notification Letter Heading from the Customization menu. If the court wishes to print the letter on pre-printed stationery, simple blank out all information in 6. Notification Letter Heading from the Customization menu.

The 'Date' is the current system date.

The 'Inside Address' and 'Salutation' is retrieved from the JIS case master based on the selected case.

Screen function keys are as follows:

      F3=Exit   Exits Notification Letter Maintenance and returns the user to the COLLECT System Main Menu.

      F12=Cancel   Returns the user to the Statement Mailer / Notification Letter Text Maintenance Screen.

Menus: 9. Database / Miscellaneous
Misc Maintenance: 1. Statement Mailer / Notification Letter Text
101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)

```
  Text ID          Dear JOHN EDWARD DOE:
    101            Our records show that payment on your ticket or file is
                   delinquent.  Please pay immediately to avoid further
                   collection activity.
                   Payments may be made by check, certified check, money order
                   or credit card payable to:  8TH DISTRICT COURT
  Body:            _____
                   _____
                   _____
                   _____

  Case             Overdue case(s) and amount due is listed below.
  Detail:          XXXXXXXXXX  $99,999.99     XXXXXXXXXX  $99,999.99
                   YOUR TOTAL BALANCE DUE IS:                 $999,999.99
                   If you are unable to pay the entire amount, a payment plan
  Payment          may be available.  Telephone the court or report to the
  Information       clerk's office for payment plan information.  Office hours
  and              are 8:00 a.m. to 5:00 p.m., Monday - Friday.
  Additional       _____
  Information:     _____
                   _____
  Closing:         _____        Legend
                   _____    ▮ = Predefined   ▮ = Variable
  F3=Exit    F12=Cancel    F16=Delete             ▮ = JIS Data      ▮ = Hardcoded
```

The second Notification Letter layout screen allows the user to add, change or delete the text that will print on the letter. There are three places to enter text, the 'body' section of the letter, the 'payment and any additional information' section of the letter and the closing. The user enters the text and presses Enter to save the new or changed Notification Letter. The user should enter the text exactly how it is to be printed on the letter. There should be close attention paid to spelling and punctuation, because how it is entered is how it will print.

Screen input edits are as follows:

- The body of the letter must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits Notification Letter Maintenance and returns the user to the COLLECT System Main Menu.

F12=Cancel   Returns the user to the Statement Mailer / Notification Letter Text Maintenance Screen.

Menus: 9. Database / Miscellaneous
Misc Maintenance: 1. Statement Mailer / Notification Letter Text
101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)

F16=Delete   Deletes the Notification Letter and returns the user to the Statement Mailer / Notification Letter Text Maintenance Screen. There is no verification screen with the delete, so the user needs to make sure they want to delete the letter before the "F16=Delete" key is pressed.

Menus: 9. Database / Miscellaneous
Misc Maintenance: 2. Name Synchronization

```
 _D0800DMC                    Name Synchronization           4/25/07  13:18:20


  To submit job to batch, press Enter.






              There are no selection parameters associated with this
              job.  Press Enter to submit the job to batch, otherwise
              press F3=Exit or F12=Cancel to return to the menu.











    F3=Exit    F12=Cancel
```

The Name Synchronization screen will display. The user just needs to press Enter, to submit the name synchronization.

The Collection System Database Files were designed to track an individual by NAME and DATE OF BIRTH. It is absolutely critical that an individual's names are entered identical for every case they may have issued against them. If for some reason, the names are entered differently, even though it is the same person, the Collection System will treat them as two separate individuals.

The name synchronization menu option will look at all individuals entered for payment plans and make the names match the case master file. If you ever detect a miss-spelled name, it will need to be corrected in JIS and if that individual or individuals are on a payment plan, this job will need to be run.

Screen function keys are as follows:

>   F3=Exit   Exits Name Synchronization and returns the user to the COLLECT
>   System Main Menu.

>   F12=Cancel   This key will function the same as F3=Exit from this screen and
>   has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous
Misc Maintenance: 3. Track Returned Statements

```
 D6000DMC                   Track Returned Statements          6/05/14  13:37:29

 Type choices, press Enter.

 Stop Code Action. . . . . . . . . . ▊          (A=All Cases Stopped)
                                               (M=Manually Determine)

 Case Id . . . . . . . . . . . . . . _____










 F3=Exit   F10=Address Sync   F12=Cancel
```

The Track Returned Statements screen allows the user to enter or scan in a case id from a returned statement and put an address stop on all cases with the same name/date of birth combination.

Screen input edits are as follows:

- Stop Code Action is a required field. The user must select whether to unconditionally stop all cases (Value = "A") or to manually determine the action based on additional information presented to them on the following screen.

- Case id is a required field. A blank case id will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Track Returned Statements and returns the user to the COLLECT System Main Menu.
F10=Address Sync	This calls into the Address Sync program to allow the user to update all selected addresses.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous
Misc Maintenance: 3. Track Returned Statements
Manual Action

```
D6000DMC         Track Returned Statements - Manual Action    6/06/14  14:02:45
Type options, press Enter.
 1=Select & Sync All   9=Stop All   A=Address History
                                                            Address
Opt   Name/Address                         Birth   Case     Last Updated
 █   TAYLOR/ELIZABETH/MARIE                5/24/79  09113855SD    2/09/11
     1283 PALM ST S                         Status: WRNT
     CLEARWATER FL  33755                   Amt Due:   1,434.00
         Offense:  7/15/09 DD-OPERATE WHILE INTOXICATED 2ND OFFENSE-ALCOHOL/D
 _   TAYLOR/ELIZABETH/MARIE                5/24/79  101254590T    2/09/11
     1283 PALM ST S                         Status: WRNT
     CLEARWATER FL  33755                   Amt Due:      45.00
         Offense:  9/04/10 LIC-OPR, DROVE WHILE LIC SUSP/REV/DENIED OR ALLOW
 _   TAYLOR/ELIZABETH/MARIE                5/24/79  101259080I    6/06/14
     4144 OCEAN BLVD  Apt# 2B               Status: WRNT
     CLEARWATER FL  33755                   Amt Due:     192.00
         Offense:  9/04/10 SIGN/SIGNAL, DISOBEY RED OR AMBER LIGHT



                                                                  Bottom
F3=Exit    F10=Address Sync    F12=Cancel
```

This screen will display to the user all open cases associated with the returned mail. The intent is to manually review all addresses on file and possibly update all the cases to the newest address on file. This could eliminate the extra work of automatically stopping all cases, then look for a newer address and lifting the address stop.

Once all open cases and their addresses have been reviewed, the user can select to synchronize all cases lised with the selected cases address (1=Select & Sync All). If no addresses are current, the user can select to place an Address Stop on all cases listed (9=Stop All). To look at any address history to help make a decision, the user can use option A=Address HIstory to look at all prior address that are stored in the system.

Screen function keys are as follows:

F3=Exit	Exits Track Returned Statements and returns the user to the COLLECT System Main Menu.
F10=Address Sync	This calls into the Address Sync program to allow the user to update all selected addresses.
F12=Cancel	This key will return the user to the previous case selection screen. No updates will be performed.

Menus: 9. Database / Miscellaneous
Misc Maintenance: 4. Prison / Jail Code Maintenance

```
  D6000DMC                  Prison/Jail Maintenance          11/17/08  11:51:16


  Position to code . . .  _____


  Type options, press Enter.
   2=Maintain Prison/Jail


  Opt P/J Code       Name
   _    P  ALGER MAX   ALGER MAXIMUM CORRECTIONAL FACILITY
   _    P  BARAGA      BARAGA MAXIMUM CORRECTIONAL FACILITY
   _    P  BELLAMY CR  BELLAMY CREEK CORRECTIONAL FACILITY
   _    P  BOYER RD    BOYER ROAD CORRECTIONAL FACILITY
   _    P  BRIGHTON    CAMP BRIGHTON
   _    P  BROOKS      EARNEST C BROOKS CORRECTIONAL FACILIT
   _    P  CARSON CTY  CARSON CITY CORRECTIONAL FACILITY
   _    P  CHAS EGELR  CHARLES EGELER RECEPTION & GUIDANCE C
   _    P  CHIPPEWA    CHIPPEWA CORRECTIONAL FACILITY
   _    P  CMP BRANCH  CAMP BRANCH
   _    P  COOPER ST   COOPER STREET CORRECTIONAL FACILITY
   _    P  CUSINO      CAMP CUSINO
   _    P  DEERFIELD   DEERFIELD CORRECTIONAL FACILITY
                                                               More...

  F3=Exit   F6=Add   F12=Cancel
```

The Prison/Jail Code Maintenance screen allows the user to add and maintain a list of prisons and jails and their addresses. This list is used for printing the Prisoner Remit To Funds form.

Screen input edits are as follows:

- The option field will only accept 2=Maintain Prison/Jail. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits Prison/Jail Code Maintenance and returns the user to the COLLECT System Main Menu.

F6=Add   Allows the user to add a new prison or jail to the list.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous
Misc Maintenance: 4. Prison / Jail Code Maintenance
F6=Add and Option 2 = Maintain Prison/Jail

```
D6000DMC                    Prison/Jail Maintenance            11/17/08  11:59:34


Type information, press Enter.


Prison or Jail . . . .   _
Code . . . . . . . . .   _____


To . . . . . . . . .    _____
Name . . . . . . . .    _____
Address 1  . . . . .    _____
Address 2  . . . . .    _____
City/ST/Zip  . . . .    _____  __  ____ ___


Phone Number 1 . . .    _____
Phone Number 2 . . .    _____








F3=Exit    F12=Cancel
```

The above screen (displayed in F6=Add mode) allows the user to add or change the mailing address and phone of a prison or jail.

Screen input edits are as follows:

- The Prison or Jail field will only P=Prison or J=Jail. Any other value will generate an edit error.

- All other fields require an entry except for the To and Address 2 fields. Any blank entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Prison/Jail Code Maintenance and returns the user to the COLLECT System Main Menu.
F12=Cancel	Exits the Add/Change screen and returns the user to the Prison/Jail Code Maintenance screen.

Menus: 9. Database / Miscellaneous
Clean-Up: 5. Re-Organize COLLECT Database Files

```
   D0800DMC              Re-organize COLLECT Database Files      4/25/07  13:18:47
                         Users Currently Accessing the System

    View information, notify users, press Enter.

                     ┌─────────────────────────────────────────────┐
                     │ The following users must signoff the system  │
                     │ before you will be allowed to proceed.       │
                     └─────────────────────────────────────────────┘

                          User          Job
                          BAUMGARJ       BAUMGARJA1
                          PINDOLED       PINDOLEY1
                          D0800DMC       PINDOLEY2
                          PINDOLED       PINDOLEY3
                          PINDOLED       QPADEV0003
                          D0800DMC       QPADEV0004




                                                                    Bottom

     Enter=Refresh/Continue    F3=Exit    F12=Cancel
```

The Re-organize COLLECT Database Files Users Currently Accessing the System displays to
the user who needs to get out of the collect system before the re-organization can be run. The
user needs to notify the users listed to get out of Collect. Pressing Enter will refresh the screen
until all locks are removed and then it will continue on with the re-organization procedure.

Screen function keys are as follows:

> F3=Exit   Exits Re-organize Collection Files prompt screen and returns the
> user to the COLLECT System Main Menu.

> F12=Cancel   This key will function the same as F3=Exit from this screen and
> has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous
Clean-Up: 5. Re-Organize COLLECT Database Files

```
D0800DMC           Re-organize COLLECT Database Files        6/07/07  09:56:30

View information, press Enter.




           All COLLECT System database files will be re-organized.


           Press Enter to start the database file re-organize.













 F3=Exit   F12=Cancel
```

The Re-organize COLLECT Database Files prompt will allow the user to perform "housekeeping" on all of the Collection System files. When the database files are re-organized, the disk spaced used by deleted records is reclaimed and reused, keeping the disk space usage to a minimum. The prompt screen reminds the user to make sure there are no other users currently using the COLLECT System and that all batch jobs have completed. When satisfied that these conditions are met, press Enter to start the re-organization process.

Screen function keys are as follows:

      F3=Exit   Exits Re-organize Collection Files prompt screen and returns the user to the COLLECT System Main Menu.

      F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous
Save: 6. Backup COLLECT System to Tape

```
   DO800DMC         Backup COLLECT System and Database Files    4/25/07  13:19:40


   Type choice, verify conditions, press Enter.


   Tape device . . . . . . TAP01


   Before you press Enter, make sure the following conditions are met:

      1. No users are working in the Collections System.

      2. All batch jobs for the Collections System have completed.

      3. The correct tape is loaded in the above device.

   Press Enter to submit the database file backup to batch and begin at 4:00 a.m.


   NOTE - To backup the Collections System software library, all
          non-system libraries, and/or the entire system, refer to
          your backup documentation.




   F3=Exit    F12=Cancel
```

The Backup COLLECT System and Database Files screen will allow the user to backup all files to the tape device specified. The prompt screen reminds the user to make sure there are no other users currently using the COLLECT System, all batch jobs have completed, and the correct tape is loaded in the tape device selected. When satisfied that these conditions are met, press Enter to start the COLLECT System Database File Backup to tape process.

Screen input edits are as follows:

- The tape device name must exist on your system. If an invalid tape device name is entered, an edit error will be generated.

Screen function keys are as follows:

F3=Exit	Exits Backup COLLECT System Database Files screen and returns the user to the COLLECT System Main Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment Processing

```
D6000DMC          COLLECT System Tax Garnishment Processing    8/27/13   16:26:10

Select one of the following:

 Test File:            TF. Create Test File (Required if submitting data file)
 Net Server Menu:      NS. NETS Menu to Configure "Share" to Data File
 _____

 Forms:                 1. Request and Writ for Tax Garnishment
                        2. Proof of Service

 Create PDF:            3. Create PDF Files from Form Output (Opt 1, 2)

 Inquiry - Form:        4. Tax Garnishment Filing History - Release (Cur Year)
                        5. Tax Garnishment Filing Archive - Release (Prv Years)

 Yearly Reset:          6. Tax Garnishment File Reset - Archive
                        7. Tax Garnishment Regenerate from Archive
                        8. Potential Tax Garnishment Cases Report

Type selection, press Enter.  ===> █_

F3=Exit   F6=Messages    F7=Spooled Files    F8=Submitted
```

The Garnishment Release form can be printed from either History or Archive, depending where the correct filing is listed.

This Tax Garnishment Processing menu will be displayed to the user when menu option 10 is selected from the main menu. This option allows the user to process tax garnishments.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Returns the user to the COLLECT system main menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency

Menus: 10. Tax Garnishment
Test File: TF. Create Test File (Required if submitting data file)

This menu option is required if your court plans on submitting a data file to the Michigan Department of Treasury (MDOT). This program will take the first 50 Tax Garnishment records and format the data so your court can satisfy the testing requirements defined by MDOT. You must have at least 50 cases in TaxR status to generate the test file successfully.

A report will generate for verification purposes.

There will NOT be a screen displayed when this menu option is executed. Status messages will appear at the bottom of the screen during the process. When complete, the message: **"Test File created in IFS folder: /TEST-*Your Court Name"*** will be displayed on the bottom of the screen. If an error occurs, it will be displayed on the bottom line of the screen instead of the completion message. If an error occurs, you should contact DMC to get the matter resolved.

Once the test file is generated, it will be up to the court to get that test file on an acceptable media (defined by MDOT). In order to view the generated test file, you must first "map a network drive" to the IFS share name TESTxxxxyy where xxxx is your JIS court ID and yy is the current year. For example, if your JIS court ID is 6000 and you generated the file in 2011, then your share name will be TEST600011.

The next step is to map a network drive to the share name. To do this, launch windows explorer on your PC, select "Tools", then "Map Network Drive…". Select an unused drive letter in the "Drive" box and enter the following in the "Folder" box: \\xxx.xxx.xxx.xxx\TESTxxxxyy where the xxx.xxx.xxx.xxx is the IP address of your AS/400 or iSeries and TESTxxxxyy is your court defined share name (defined above). When the drive is mapped, it will look exactly like every other drive on your PC (like the C: drive). You will find the test file named GARNISH.DAT in a folder named MM-DD-YYYY_99 where MM is current month number, DD is current day number, YYYY is current year number and 99 is a number ranging from 01 to 99 depending on how many times you generated the test file on that particular day. You will want the most current. You will then copy the GARNISH.DAT file to the media you will send to MDOT for testing. The file name you send to MDOT must be named GARNISH.DAT, so do not rename this file. Also, that should be the only file on the media.

The current Tax Year in the data file is calculated as follows:
> January 1 – July 31 ➔ Tax Year = Current Year -1
> August 1 – December 31 ➔Tax Year = Current Year

> In the rare case that a court would file after July 31 for the current year, please call DMC to manually set the year in the file.

This burning process is difficult to document because it will likely require some additional software loaded on your PC. (CD/DVD burning software) Please refer to that software documentation to copy or burn the GARNISH.DAT file to the media.

If you need any assistance with this process, please call DMC. Please note, there may be consulting service fees by DMC associated with this assistance.

Menus: 10. Tax Garnishment
Test File: TF. Create Test File (Report)

This report will generate for the user to verify the test data sent to MDOT. All information will be correct except the status column will contain "TEST" and all SSN's will start with 111-11. The last 4 digits will correspond to the defendants SSN.

```
Page:    1                        6000 - DMC-MUSKEGON-TEST           Fed ID: FED654321      6/02/11  10:48:24
Sort Order: DEFENDANT NAME             TAX GARNISHMENT TEST FILE LIST REPORT   Agency: 99TH DISTRICT COURT

                                                               Current
Defendant Name                Case ID      Stat    SSN        Amt Due   Plaintiff
ABBEY/NATHANIEL/DAVID          09X171025    TEST  111-11-8794   264.00   People of the City of Muskegon
1116 WEST 7TH ST                                                        c/o 60th District Court
COLUMBIA, TN  38401                                                     990 Terrace Street
                                                                        Muskegon, MI  49442-1234
                                                                        Prosecutor:        Phone: 313-961-1625
                                                                         AARON,DENNIS M.,
                                                                         2350 DAVID STOTT BLDG
                                                                         DETROIT, MI  48226

ALEXANDER/RANDELL/ALLEN        08097413ST   TEST  111-11-0700   319.00   People of the City of Muskegon
2541 HOYT ST                                                            c/o 60th District Court
MUSKEGON, MI  49444                                                     990 Terrace Street
                                                                        Muskegon, MI  49442-1234
                                                                        Prosecutor:        Phone: 313-961-1625
                                                                         AARON,DENNIS M.,
                                                                         2350 DAVID STOTT BLDG
                                                                         DETROIT, MI  48226

ARMSTRONG/ROBERT/LEE           040542380T   TEST  111-11-1907    50.00   People of the State of Michiga
2233 HOWDEN                                                             c/o 60th District Court
MUSKEGON HEIGHTS, MI  49444                                             990 Terrace Street
                                                                        Muskegon, MI  49442-1234
                                                                        Prosecutor:        Phone: 313-965-8600
                                                                         AACH,ARNOLD K.,
                                                                         MICH MUTUAL INS CO
                                                                         DETROIT, MI  48226

BAADE/LUCAS/CARL               11-000034    TEST  111-11-5454    60.00   People of the City of Muskegon
1300 LOGAN                                                             c/o 60th District Court
MUSKEGON, MI  49445                                                    990 Terrace Street
                                                                        Muskegon, MI  49442-1234
                                                                        Prosecutor:        Phone: 313-961-1625
                                                                         AARON,DENNIS M.,
                                                                         2350 DAVID STOTT BLDG
                                                                         DETROIT, MI  48226
```

Menus: 10. Tax Garnishment
Net Server Menu: NS. NETS Menu to Configure "Share" to Data File

This menu option is to be executed under the direction of DMC. It will be used if there are issues configuring the "share" to the test file and/or the actual production Tax Garnishment file to be sent to MDOT. It is a tool used to minimize the time spent getting your file to external media.

Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment

```
 D6000DMC                 Tax Garnishment Form Print            5/30/12  10:51:22

Position to Name . . . _____  or Case . . . _____

Type options, press Enter.                                              Last
 2=Change   4=Delete   5=Display   6=Print                              Pay
                                   Birth                     Current    Pay
Opt Name  ( ■ = Missing Info)      Date   Case Id    Stat    Amt Due    Date
 ■ APPLEGATE/DAVID/WAYNE           9/09/64 01012776SM  WRNT   745.82
 _ BABER/DEAN/ALAN                 7/27/54 03034962SM  WRNT   414.00
 _ BLOUNT/ROBERT/OWEN              5/19/53 00002634ST  WRNT   365.00
 _ BOLDEN/TRACY/ALLEN              6/09/64 03039013SD  WRNT   819.00
 _ BOOHER/STEVEN/ALLEN             5/20/59 00002214SM  WRNT   510.00   5/31/12
 _ BROWN/RICHARD/DEWAYNE           6/10/65 00001999SM  WRNT   464.00
 _ DACOSTA/KIMBERLY/SUE            2/05/70 040597610T  WRNT    96.00
 _ DANIELS/DARRELL/DAMOS           2/21/79 030350300T  WRNT   513.00
 _ DURSEMA/HARRY/ROBERT            1/09/68 00006500CT  WRNT   530.00
 _ FAIRLEY/GWENDOLYN/DAPHINE       4/26/68 06081063SM  DISP   635.54
 _ FALTINOWSKI/CHRISTINA/MARIE     7/18/82 02D221919A  WRNT   152.00
 _ FEGGINS/ROBBIE/                 8/23/37 9883518CT   WRNT    85.00
 _ FERRIS/RODNEY/ALLEN             4/11/69 00005964ST  WRNT   410.00
                                                                       More
 F3=Exit   F6=Print All   F7=Print All & Create File   F10=Report   F12=Canc
```

Names that appear in red have missing information and will not print unless corrected.

The Last Pay date will show if any payment were made since being placed in Garnishment Review status.

The above screen allows the user to print the Writ of Tax Garnishment form for an individual or for all individuals in the list. The user can change and/or update information that will print on the form by selecting option 2=Change. The user can view the information that will print on the form by selecting option 5=Display. They can also delete a previously selected individual by selecting option 4=Delete, if the individual was selected in error, or recently paid their fines, or for whatever other reason they should not receive a Writ of Tax Garnishment.

The work list can be positioned by name or case ID. If the case ID positioning is used, the name on the case will be used to position the work list by name. The F6=Print All and the F7=Print All & Create File will print the Tax Garnishments in alphabetical name order.

Screen input edits are as follows:

- The only valid options are 2=Change, 4=Delete, 5=Display, or 6=Print. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits Tax Garnishment Form Print and returns the user to the Tax Garnishment Menu.

F6=Print All   Prints a Writ of Tax Garnishment form for all of the individuals in the list. The user will be prompted for Date of Issue and sort order prior to printing.

Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment

F7=Prt & Create File Prints a Writ of Tax Garnishment form for all of the individuals in the list and also creates a file that can be sent to Treasury. The user will be prompted for Date of Issue and sort order prior to printing.

The current Tax Year in the data file is calculated as follows:
January 1 – July 31 ➔ Tax Year = Current Year -1
August 1 – December 31 ➔Tax Year = Current Year

In the rare case that a court would file after July 31 for the current year, please call DMC to manually set the year in the file.

F10=Report   Prints the Tax Garnishment List Report which can be used for verification of all information.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment
Option 2=Change
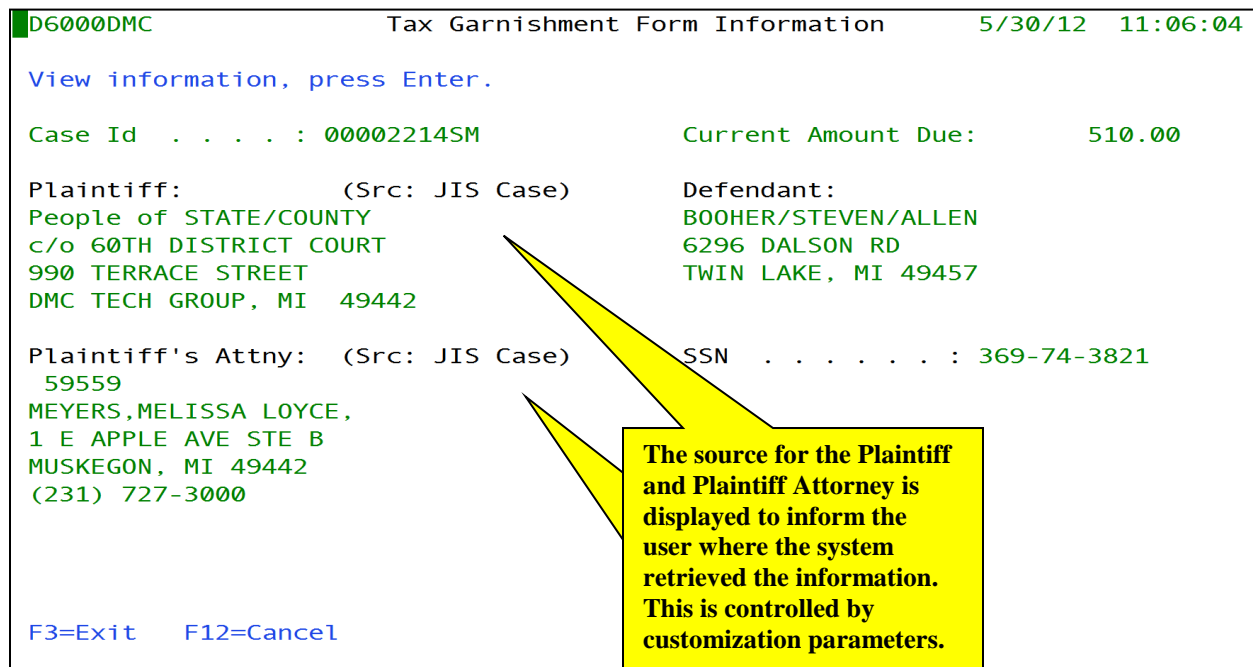
```
┌──────────────── Request for Tax Garnishment ─────────────────┐
│                                                              │
│  Type information, press Enter.                              │
│                                          Case ID: 07093471SD    WRNT
│  Plaintiff                               Amount Due:      1,408.40
│  People of STATE/COUNTY                                     │
│  c/o 60TH DISTRICT COURT                 Defendant          │
│  990 TERRACE STREET                      BRAND/CURTIS/GRIFFIN│
│  DMC TECHNOLOGY GROUP, MI   49442        1757 SMITH         │
│  Plaintiff's Attorney                    MUSKEGON, MI 49442 │
│ █57726 HILSON,DALE J.,                                      │
│        990 TERRACE ST FL 5               SSN: ### - ## - 0584
│        MUSKEGON, MI 49442                                   │
│        (231) 724-6435                                       │
│  F3=Exit   F4=Prompt   F5=Case Id's   F12=Cancel           │
│  SSN retrieved for BRAND/CURTIS/GRIFFIN.                    │
│  All edits have passed successfully.                       │
│  Press Enter to place BRAND/CURTIS/GRIFFIN                  │
│     in the Tax Garnishment Review file.                    │
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

This view shows the SSN masking turned on. It can be set to show the entire SSN with a customization setting.

The above screen displays when the user selects option 2=Change on the Tax Garnishment Form Print screen. It displays the information that will print on the Writ of Tax Garnishment form and will allow the user to change the Plaintiff's Attorney (if the system customization value is set to not default the attorney by venue) and the Social Security Number.

Screen function keys are as follows:

F3=Exit   Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.

F4=Prompt   If this function key is available it will allow the user to select a new Plaintiff Attorney from the list defined in the JIS system. This is only available is the system customization parameter is set to not use the default by venue, otherwise it is protected from input.

F5=Case ID's   This function will display a window with the case ID, amount due and case status.

F12=Cancel   Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment
Option 5=Display

```
D6000DMC               Tax Garnishment Form Information      5/30/12  11:06:04

 View information, press Enter.

 Case Id  . . . . : 00002214SM            Current Amount Due:      510.00

 Plaintiff:        (Src: JIS Case)      Defendant:
 People of STATE/COUNTY                 BOOHER/STEVEN/ALLEN
 c/o 60TH DISTRICT COURT                6296 DALSON RD
 990 TERRACE STREET                     TWIN LAKE, MI 49457
 DMC TECH GROUP, MI  49442

 Plaintiff's Attny:  (Src: JIS Case)    SSN  . . . . . . . : 369-74-3821
  59559
 MEYERS,MELISSA LOYCE,
 1 E APPLE AVE STE B
 MUSKEGON, MI 49442
 (231) 727-3000




 F3=Exit    F12=Cancel
```

The source for the Plaintiff and Plaintiff Attorney is displayed to inform the user where the system retrieved the information. This is controlled by customization parameters.

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that will print on the Writ of Tax Garnishment form.

Screen function keys are as follows:

F3=Exit   Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.

F12=Cancel   Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment
F6=Print All

```
  D6000DMC                Tax Garnishment Form Print          8/27/13   11:21:35
                                        ┌──── Print All - No Data File ────┐
 Position to Name . . .  _____      │                                  │
                                         │  Date of Issue . . . ▌8/28/13   MM/DD/YY
 Type options, press Enter.              │                                  │
  2=Change    4=Delete    5=Display      │  Verify/Change Sort Order, press Enter.
                                         │   Sort by                    Output
 Opt Name  ( ▌ = Missing Info)           │    C/N    Form           Copy  Queue
  _  ABARE/JOSEPH/HENRY                   │     N Tax Garn-Prt1-No SSN   1 D60TG2013
  _  ABDULKARIM/ANWAR/ABUBAKAR            │     N Tax Garn-Prt1-No SSN   2 PRT01
  _  ACKERMAN/KATHERINE/ELIZABETH         │     N Tax Garn-Prt2-SSN      1 D60TG2013
  _  ADAME/ISMAEL/                        │     N Tax Garn-Prt2-SSN      2 PRT01
  _  ADDICOTT/BRANDEN/JOHN                │     N Tax Garn-Prt2-SSN      3 PRT01
  _  ALEXANDER/RANDELL/ALLEN              │
  _  ALEXANDER/THOMAS/WILLARD             │
  _  ALGER/EMILY/ANN                      │
  _  ALSTON/SEQUOIA/DANIELLE              │
  _  ANDERSON/JEFFREY/SCOTT               │
  _  ANDERSON/MARCUS/DESHAWN              │
  _  ANDERSON/NICHOLAS/JAMES              │                             Bottom
  _  ANDERSON/ORLANDO/DESHAWN             │  F3=Exit    F12=Cancel
                                         │
  F3=Exit    F6=Print All    F7=Pri   ───┘
```

The above screen displays when the user selects function key F6=Print All. This screen will allow the user to override the Date of Issue to some date other than the current date, if necessary. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. This screen will stay displayed during the printing process with a progress arrow (===>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- A valid date must be entered in the Date of Issue field. There are no other restrictions so if you choose to override this date, do with caution. The default date will be the current date.
- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

F3=Exit	Exits the Tax Garnishment Print All screen and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits the Tax Garnishment Print All sceen and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment
F7=Print All & Create Data File

```
 D6000DMC                 Tax Garnishment Form Print        8/27/13  11:55:11
                                ─── Print All - Create Data File ───
Position to Name . . .   _____

Type options, press Enter.          Date of Issue . . . ▌8/28/13  MM/DD/YY
 2=Change   4=Delete   5=Display    Verify/Change Sort Order, press Enter.
                                      Sort by                     Output
Opt Name  ( ▌ = Missing Info)         C/N   Form            Copy  Queue
 _ ABARE/JOSEPH/HENRY                  N Tax Garn-Prt1-No SSN   1 D60TG2013
 _ ABDULKARIM/ANWAR/ABUBAKAR           N Tax Garn-Prt1-No SSN   2 PRT01
 _ ACKERMAN/KATHERINE/ELIZABETH        N Tax Garn-Prt2-SSN      1 D60TG2013
 _ ADAME/ISMAEL/                       N Tax Garn-Prt2-SSN      2 PRT01
 _ ADDICOTT/BRANDEN/JOHN               N Tax Garn-Prt2-SSN      3 PRT01
 _ ALEXANDER/RANDELL/ALLEN
 _ ALEXANDER/THOMAS/WILLARD
 _ ALGER/EMILY/ANN
 _ ALSTON/SEQUOIA/DANIELLE
 _ ANDERSON/JEFFREY/SCOTT
 _ ANDERSON/MARCUS/DESHAWN
 _ ANDERSON/NICHOLAS/JAMES                                          Bottom
 _ ANDERSON/ORLANDO/DESHAWN         F3=Exit   F12=Cancel

 F3=Exit   F6=Print All   F7=Pri
```

The above screen displays when the user selects function key F7=Print All & Create Data File. This screen will allow the user to override the Date of Issue to some date other than the current date, if necessary. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. This screen will stay displayed during the printing process with a progress arrow (===>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- A valid date must be entered in the Date of Issue field. There are no other restrictions so if you choose to override this date, do with caution. The default date will be the current date.
- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

F3=Exit	Exits the Tax Garnishment Print All & Create Data File screen and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits the Tax Garnishment Print All & Create Data File sceen and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment
Forms: 1. Writ of Tax Garnishment – Example (Part 1)

Original – State Treasure (Part 1)
1st Copy – Defendant (Part 2)
2nd Copy – Return (proof of service) (Part 2)

3rd Copy – Plaintiff/Attorney (Part 2)
4th Copy – Court (Part 2)

Approved, SCAO

| • STATE OF MICHIGAN
60TH JUDICIAL DISTRICT
___ JUDICIAL CIRCUIT | REQUEST AND WRIT FOR GARNISHMENT
(INCOME TAX REFUND/CREDIT) | • CASE NO.
12143606SM |

Court address
60th Judicial District Court, 1111 Main St, Muskegon, MI

• Zip code   48555-1234

Court telephone no.
(517) 222-1234

• This portion to be completed by the court only.

TO THE GARNISHEE: Make the amount intercepted pursuant to this writ payable to and mailed to: □ the plaintiff.   □ the plaintiff's attorney.   X the court.

Plaintiff name and address (judgment creditor)
People of the State of Michigan
C/O 60TH District Court
990 Terrace Street
Muskegon, MI 49442

Plaintiff FE no./ Social security no.
FED654321

Plaintiff's attorney, address
HILSON, DALE J.,
990 TERRACE ST FL 5
MUSKEGON, MI 49442

Plaintiff attorney FE no.

Plaintiff attorney telephone no.
• (231) 724-6435

v

Defendant name and address (judgment debtor)
• BASS/SHONAIR/BRYANNA
2618 REYNOLDS
APT # 2
MUSKEGON HTS, MI 49444

Social security no.
**   222-11-2113

Garnishee
Third Party Withholding Unit
Michigan Department of Treasury
PO Box 30785
Lansing, Michigan 48909

* Insert FE or social security no. here.   ** Insert social security no. here.

REQUEST

NOTE for item 2: If a civil judgment includes judgment interest in the "total judgment" field (as in the forms in use before the 5/07 revisions), the interest amount reported in item 2 should not include any postfiling interest already included in the judgment.

1. On ___10/17/12___, the plaintiff received judgment against the defendant for: $ _____750.00_____
2. The total amount of judgment interest accrued to date is: $ _____
   The total amount of postjudgment costs accrued to date is: $ _____
   The total amount of postjudgment payments and credits made to date is: $ _____
   The amount of the unsatisfied judgment now due (including interest and costs) is: $ _____750.00_____
3. Plaintiff knows or with good reason believes the garnishee is indebted to or possesses or controls property belonging to defendant.
4. Plaintiff requests a writ of garnishment to intercept income tax and that is to be paid to   □ plaintiff's attorney.   □ plaintiff.

I declare that the statements above are true to the best of my information, knowledge, and belief.

___06/06/14___
Date

_____
Plaintiff/Agent/Attorney signature

WRIT OF GARNISHMENT   To be completed by the court.

TO THE PLAINTIFF:
1. The social security number field is blacked out for security reasons on all parts except the garnishee copy.
2. You must serve this writ on the state treasurer along with a $6.00 fee and any discovery request for information related to this garnishment.
3. You must serve a copy of this writ on the defendant within 7 days after serving the writ on the state treasurer.
4. You are responsible for paying to the state treasurer any reasonable costs incurred by the state treasurer in providing information in response to your discovery request.
5. If a state tax refund or credit is not intercepted before October 31 of the year during which this writ of garnishment is to be processed, you will not receive a disclosure unless you file a written request with the state treasurer between November 1 and December 31 of the tax year following the tax year for which this writ was filed.

TO THE DEFENDANT:
1. If a state tax refund or credit is intercepted pursuant to this writ, the state treasurer will notify you on a disclosure form.
2. You have **14 days** after being notified of an intercept to file objections to the writ of garnishment with the court. If you do not object within this time, the intercepted tax refund or credit held under this writ will be applied to the judgment **28 days** after the disclosure was filed with the court.

TO THE GARNISHEE:
1. Upon intercepting a state tax refund or credit, calculate the amount available to satisfy all or part of the garnishment.
2. Within 90 days after establishing any other liability for which the state tax refund or credit may be applied under MCL 205.30a, file with the court a verified disclosure identifying the intercepted amount, less any setoff, counterclaim, or other demand of the state against the defendant.
3. Unless notified by the court that objections to the writ of garnishment have been filed, payment of the intercepted amount must be made not less than 28 days after filing the disclosure.
4. You are ordered to pay the amount intercepted under this writ as stated at the top of this form.

___06/06/14___
Date of issue

_____
Deputy court clerk

MC 52 (4/12)   REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT) (Part1)   MCL 600 4061, MCL 600.4061a

Menus: 10. Tax Garnishment
Forms: 1. Writ of Tax Garnishment – Example (Part 2)

Original – State Treasurer (Part 1)
1st Copy – Defendant (Part 2)
2nd Copy – Return (proof of service) (Part 2)
3rd Copy – Plaintiff/Attorney (Part 2)
4th Copy – Court (Part 2)

Approved, SCAO

• STATE OF MICHIGAN 60TH JUDICIAL DISTRICT ___ JUDICIAL CIRCUIT	REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT)	• CASE NO. 12143606SM

Court address
60th Judicial District Court, 1111 Main St, Muskegon, MI

• Zip code
48555-1234

Court telephone no.
(517) 222-1234

• This portion to be completed by the court only.

TO THE GARNISHEE: Make the amount intercepted pursuant to this writ payable to and mailed to: ☐ the plaintiff.   ☐ the plaintiff's attorney.   X the court.

Plaintiff name and address (judgment creditor)
People of the State of Michigan
C/O 60TH District Court
990 Terrace Street
Muskegon, MI 49442

V

Defendant name and address (judgment debtor)
BASS/SHONAIR/BRYANNA
2618 REYNOLDS
APT # 2
MUSKEGON HTS, MI 49444

Plaintiff's attorney, address
HILSON, DALE J.'
990 TERRACE ST' FL 5
MUSKEGON, MI 49442

Garnishee
Third Party Withholding Unit
Michigan Department of Treasury
PO Box 30785
Lansing, Michigan 48909

Plaintiff attorney FE no.

Plaintiff attorney telephone no.
• (231) 724-6435

* Insert FE or social security no. here.   ** Insert social security no. here.

REQUEST

NOTE for item 2: If a civil judgment includes judgment interest in the "total judgment" field (as in the forms in use before the 5/07 revisions), the interest amount reported in item 2 should not include any postfiling interest already included in the judgment.

1. On 10/17/12 , the plaintiff received judgment against the defendant for: $ 750.00
2. The total amount of judgment interest accrued to date is: $
    The total amount of postjudgment costs accrued to date is: $
    The total amount of postjudgment payments and credits made to date is: $
• The amount of the unsatisfied judgment now due (including interest and costs) is: $ 750.00
3. Plaintiff knows or with good reason believes the garnishee is indebted to or possesses or controls property belonging to defendant.
4. Plaintiff requests a writ of garnishment to intercept income tax and that is to be paid to ☐ plaintiff's attorney. ☐ plaintiff.
I declare that the statements above are true to the best of my information, knowledge, and belief.

06/06/14
Date

Plaintiff/Agent/Attorney signature

WRIT OF GARNISHMENT   To be completed by the court.

TO THE PLAINTIFF:
1. The social security number field is blacked out for security reasons on all parts except the garnishee copy.
2. You must serve this writ on the state treasurer along with a $6.00 fee and any discovery request for information related to this garnishment.
3. You must serve a copy of this writ on the defendant within 7 days after serving the writ on the state treasurer.
4. You are responsible for paying to the state treasurer any reasonable costs incurred by the state treasurer in providing information in response to your discovery request.
5. If a state tax refund or credit is not intercepted before October 31 of the year during which this writ of garnishment is to be processed, you will not receive a disclosure unless you file a written request with the state treasurer between November 1 and December 31 of the tax year following the tax year for which this writ was filed.

TO THE DEFENDANT:
1. If a state tax refund or credit is intercepted pursuant to this writ, the state treasurer will notify you on a disclosure form.
2. You have **14 days** after being notified of an intercept to file objections to the writ of garnishment with the court. If you do not object within this time, the intercepted tax refund or credit held under this writ will be applied to the judgment **28 days** after the disclosure was filed with the court.

TO THE GARNISHEE:
1. Upon intercepting a state tax refund or credit, calculate the amount available to satisfy all or part of the garnishment.
2. Within 90 days after establishing any other liability for which the state tax refund or credit may be applied under MCL 205.30a, file with the court a verified disclosure identifying the intercepted amount, less any setoff, counterclaim, or other demand of the state against the defendant.
3. Unless notified by the court that objections to the writ of garnishment have been filed, payment of the intercepted amount must be made not less than 28 days after filing the disclosure.
4. You are ordered to pay the amount intercepted under this writ as stated at the top of this form.

06/06/14
Date of Issue

Deputy court clerk

MC 52 (4/12)   REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT) (Part2)

MCL 600.4061, MCL 600.4061a

Menus: 10. Tax Garnishment
F10=Report - Tax Garnishment List Report Sort Prompt

```
 D6000DMC                  Tax Garnishment Form Print          6/05/14  15:22:03

Position to Name . . . _____  or Case . . . _____

Type options, press Enter.
 2=Change   4=Delete   5=Display   6=Print   7=Display ROA                Last
         ( █ = Out of State)      Birth                      Current      Pay
Opt Name ( █ = Missing Info)      Date   Case Id     Stat    Amt Due      Date
 _ ALEXANDER/LINDA/MARIE           5/11/65 10127917SM   WRNT    517.20
 _ ALEXANDER/RANDELL/ALLEN         ┌───────── Print List ───────┐    12.00
 _ ALEXANDER/REGINALD/MAURICE      │ Type selection, press Enter.│    44.00
 _ ALEXANDER/THOMAS/WILLARD        │  1=Select                   │    95.00
 _ ALONSO/ESMERALDA/               │                             │    18.00
 _ ANDERSON/DOUGLAS/THOMAS         │ Sort by Name █  or  Case ID _│   54.00
 _ ANDERSON/ERRA/MONAIJAH          │ Print Detail _  or  Summary _│   07.00
 _ ANDERSON/MARCUS/DESHAWN         │                             │    75.00
 _ ANDERSON/ORLANDO/DESHAWN        │ F3=Exit    F12=Cancel       │    14.00
 _ ANDERSON/TAMMY/KAY              │                             │    07.60
 _ APPLEGATE/DAVID/WAYNE           └─────────────────────────────┘    45.82
 _ ARBOGAST/TERESA/MARIE            9/23/63 05064955SD   WRNT    957.00
 _ ASKEW/DEVIN/LEE                  1/25/86 10118892SM   WRNT    373.20
                                                                     More...
 F3=Exit   F6=Print All   F7=Print All & Create File   F10=Report   F12=Cancel
```

The Print List window screen will enable the user to select the sort order of the Tax Garnishment List Report. This report will print the detailed information of every current record in Tax Garnishment Review status. The user must type a 1=Select next to the "Name" or "Case ID" field to determine the sort order of the report. Also, they must select either the Detail or Summary report. Multiple selections or no selection will generate an edit error.

Screen function keys are as follows:

> F3=Exit   Exits the Print List window screen and returns the user to the COLLECT System Main Menu.

> F12=Cancel   Returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment
F10=Report - Tax Garnishment List Report Sort Prompt
Tax Garnishment List Report - Detail

```
Page:    1                                6000 -  DMC-MUSKEGON-TEST                        8/30/10  13:26:53
Sort Order: DEFENDANT NAME                    TAX GARNISHMENT LIST REPORT        *** CONFIDENTIAL - SHRED TO DISCARD ***

                              Date of                        Offense
Defendant Name                Birth    Case ID      Stat     Date     Plaintiff

ACHTERHOFF/BRIAN/EDWARD       10/04/65 08105628SM    DISP   10/09/08
3485 HICKORY                          SSN:  301-24-7311               People of the state of Michigan
TWIN LAKE, MI 49457           Current Amt Due:      110.00
                               Last Pay Date:                               Prosecutor:  69894   Phone: (231) 724-6435
                               Last Pay Amt:                                MCENHILL,RACHAEL RENEE,
                                                                           990 TERRACE ST FL 5
                                                                           MUSKEGON, MI 49442

ACKERSON/PAULA/RUTH            5/11/58 08D374079     DISP   11/16/08
2251 BLODGETT ST                      SSN:  657-56-7567               N. MUSKEGON
MUSKEGON, MI 49441            Current Amt Due:      100.00
                               Last Pay Date:                               Prosecutor:  43644   Phone: (313) 665-4089
                               Last Pay Amt:                                PINCIOTTI,CYNTHIA J.,
                                                                           300 RENAISSANCE CENTER
                                                                           DETROIT, MI 48265

ACRE/TABETHA/MAY               3/29/84 08D376482     DISP    8/27/08
2106 E CREEKWOOD DR                   SSN:  556-67-7777               MUSKEGON
TWIN LAKE, MI 49457           Current Amt Due:      158.00
                               Last Pay Date:  8/31/10                      Prosecutor:  22812   Phone: (231) 724-6305
                               Last Pay Amt:     40.00                      WIERENGO,ANDREW,III
                                                                           990 TERRACE ST
                                                                           MUSKEGON, MI 49442

ARMSTRONG/ROBERT/LEE          10/14/59 04054238OT    WRNT   10/23/96
2233 HOWDEN                            SSN:  224-11-1907               MUSKEGON
MUSKEGON HEIGHTS, MI 49444   Current Amt Due:       50.00
                               Last Pay Date:                               Prosecutor:  22812   Phone: (231) 724-6305
                               Last Pay Amt:                                WIERENGO,ANDREW,III
                                                                           990 TERRACE ST
                                                                           MUSKEGON, MI 49442

BAATZ/GENE/EARL                1/04/69 07094016SM    PROB    9/29/07
1363 WALKER RD                         SSN:  387-71-9730
MUSKEGON, MI 49442            Current Amt Due:      444.00               People of the state of Michigan
                               Last Pay Date:                               Prosecutor:  45717   Phone: (231) 724-6435
                               Last Pay Amt:                                BADER,JOSEPH J.,
                                                                           990 TERRACE ST
                                                                           MUSKEGON, MI 49442

BAATZ/GENE/EARL                1/04/69 08D367947A    WRNT    5/01/08
1363 WALKER ROAD                       SSN:  387-71-9730
MUSKEGON, MI 49442            Current Amt Due:      204.00               MUSKEGON
                               Last Pay Date:                               Prosecutor:  22812   Phone: (231) 724-6305
                               Last Pay Amt:                                WIERENGO,ANDREW,III
                                                                           990 TERRACE ST
                                                                           MUSKEGON, MI 49442

BAATZ/GENE/EARL                1/04/69 08D367947B    WRNT    5/01/08
1363 WALKER ROAD                       SSN:  387-71-9730
MUSKEGON, MI 49442            Current Amt Due:      312.00               MUSKEGON
                               Last Pay Date:                               Prosecutor:  22812   Phone: (231) 724-6305
                               Last Pay Amt:                                WIERENGO,ANDREW,III
                                                                           990 TERRACE ST
                                                                           MUSKEGON, MI 49442
```

```
Page:   18                                6000 -  DMC-MUSKEGON-TEST                        8/30/10  13:26:53
Sort Order: DEFENDANT NAME                    TAX GARNISHMENT LIST REPORT        *** CONFIDENTIAL - SHRED TO DISCARD ***

                              Date of                        Offense
Defendant Name                Birth    Case ID      Stat     Date     Plaintiff

WURTHNER/BYRON/LEE             5/17/79 070887293D    WRNT    5/27/07
68 RIVER ROAD                          SSN:  404-22-8452
NORTH MUSKEGON, MI 49445     Current Amt Due:    1,296.00               People of the State of Michigan
                               Last Pay Date:                               Prosecutor:  69894   Phone: (231) 724-6435
                               Last Pay Amt:                                MCENHILL,RACHAEL RENEE,
                                                                           990 TERRACE ST FL 5
                                                                           MUSKEGON, MI 49442


          Total cases and amount selected for Tax Garnishment:       120      161,997.91

                                        ** END OF REPORT **
```

Menus: 10. Tax Garnishment
F10=Report - Tax Garnishment List Report Sort Prompt
Tax Garnishment List Report - Summary

```
Page:    1                           6000 - DMC TECHNOLOGY GROUP                              6/05/14  15:26:30
Sort Order: DEFENDANT NAME           SUMMARY TAX GARNISHMENT LIST REPORT       *** CONFIDENTIAL - SHRED TO DISCARD ***

                               Date of                      Current
Defendant Name                 Birth    Case ID     Stat    Amount Due  Last Pay Date

ALEXANDER/LINDA/MARIE          5/11/65  10127917SM   WRNT        517.20

ALEXANDER/RANDELL/ALLEN        7/18/54  08D366137B   WRNT        312.00

ALEXANDER/REGINALD/MAURICE     5/15/80  12144681ST   WRNT        444.00

ALEXANDER/THOMAS/WILLARD      11/11/61  05065719SD   WRNT      1,095.00

ALONSO/ESMERALDA/             9/28/88  11137241SD   WRNT      1,418.00

ANDERSON/DOUGLAS/THOMAS       11/14/86  13D442682B   DISP        254.00

ANDERSON/ERRA/MONAIJAH         5/20/92  11136070SM   WRNT        107.00

ANDERSON/MARCUS/DESHAWN        8/17/72  12144231SM   DISP        275.00

ANDERSON/ORLANDO/DESHAWN      11/28/89  10128176SM   WRNT        414.00

ANDERSON/TAMMY/KAY             3/04/70  06077543OT   WRNT        307.60

APPLEGATE/DAVID/WAYNE          9/09/64  01012776SM   WRNT        745.82

ARBOGAST/TERESA/MARIE          9/23/63  05064955SD   WRNT        957.00

ASKEW/DEVIN/LEE                1/25/86  10118892SM   WRNT        373.20

AYERS/DUJUAN/AARON             8/18/83  10121215SM   WRNT        654.00

BAILEY/TONY/DONIEL             7/06/62  12143493SM   DISP         63.00

BAINES/MARKUS/A AKA SEE BELOW  5/05/77  12141721SM   WRNT        306.00
```

```
Page:   21                           6000 - DMC TECHNOLOGY GROUP                              6/05/14  15:26:30
Sort Order: DEFENDANT NAME           SUMMARY TAX GARNISHMENT LIST REPORT       *** CONFIDENTIAL - SHRED TO DISCARD ***

                               Date of                      Current
Defendant Name                 Birth    Case ID     Stat    Amount Due  Last Pay Date

ZERLAUT/TONYA/LYNN             7/08/76  10128377SM   WRNT        354.00

  Total cases and amount selected for Tax Garnishment:      541      312,657.63

                              ** END OF REPORT **
```

Menus: 10. Tax Garnishment
Forms: 2. Proof of Service

```
D6000DMC                  Proof of Service Form Print        11/17/08  12:11:17


Position to Case Id . . . _____


Type options, press Enter.
 5=Display    6=Print
                                                        Birth     Printed
Opt  Case Id        Name                                Date      Date
 _    TESTCASE2      TESTCASEII//                       11/07/78  10/29/08
 _    00D185761B     ADAMS/ROCHELLE/LATRICE             11/19/73  10/29/08
 _    00006454CT     ADAMS/ROCHELLE/LATRICE             11/19/73  10/29/08
 _    01D216514A     DEMEMBER/LORI/                     11/18/76   6/10/08
 _    02D233168      ACKERBERG/TASHA/MARIE               7/20/78  10/29/08
 _    03D259600      OAKES/ELEANOR/ANN                   9/27/45  10/29/08
 _    03039124SM     TAYLOR-SMITH/JUNE/L                 2/27/66  10/29/08
 _    04047987SD     ULLMER/JOE/TRAVIS                   5/17/64  10/29/08
 _    04059420SM     UPDYKE/ERIC/MICHAEL                 1/16/86  10/29/08
 _    04486751       RACINE/MARCELL/JEAN                11/24/61  10/29/08
 _    05D306844C     IVEY/TIFFANY/LASHAWN                4/26/87  10/29/08
 _    05068313SM     GABRION/DAVID/ALAN                 11/01/55  10/29/08
 _    06D315425      QUINTON/JAMES/LYN                  11/03/68  10/29/08
                                                                    More...

 F3=Exit    F6=Print All    F12=Cancel
```

The above screen allows the user to print the Proof of Service form for an individual or for all individuals in the list. The user can view the information that was printed on the Tax Garnishment form by selecting option 5= Display.

Screen input edits are as follows:

- The only valid options are 5=Display or 6=Print. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Proof of Service Form Print and returns the user to the Tax Garnishment Menu.
F6=Print All	Prints a Proof of Service form for all of the individuals in the list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
Option 5=Display

```
 _D6000DMC                Tax Garnishment Form Information      11/17/08  12:15:57


   View information, press Enter.


   Case Id  . . . . . : 02D242756A              Current Amount Due:       170.00


   Plaintiff:                                   Defendant:
                                                TRAMMELL/TAMARA/LATRICE
   MUSKEGON                                     2516 JARMAN
                                                MUSKEGON, MI 49444



   Prosecutor:                                  SSN  . . . . . . . :   999-99-9999
    22812
   WIERENGO,ANDREW,III
   990 TERRACE ST
   MUSKEGON, MI 49442
   (231) 724-6305




   F3=Exit   F12=Cancel
```

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that will print on the Writ of Tax Garnishment form.

Screen function keys are as follows:

F3=Exit	Exits Proof of Service Form Information and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits Proof of Service Form Information and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
Option 6=Print or F6=Print All

```
 D                    ─────── Proof of Service ───────

 P    Type choices, press Enter.
       1=Select
 T
      _ OFFICER CERTIFICATE          or  X AFFIDAVIT OF PROCESS SERVER

 O    X I served the request and writ of garnishment, the $6.00 fee, and any
          attachments by:
              X personal service        _ registered or certified mail (copy
                                           of return receipt attached) on:
         Date . . . . . 11/18/08      Time . . . . . 12:18 (HH:MM)
                                                      (24 Hour Clock)
      X I served a copy of the request and writ of garnishment by:
              X personal service        _ first class mail on:
         Date . . . . . 11/18/08      Time . . . . . 12:18 (HH:MM)
                                                      (24 Hour Clock)

      Name . . . . . JANE X. DOE_____
      Title  . . . . COURT ADMINSTRATIVE ASSISTANT_____


      F3=Exit   F12=Cancel


 F
```

The above screen displays when the user selects option 6=Print or F6=Print All on the previous screen. It allows the user to enter the information that will print on the Proof of Service form. The values will be defaulted from the previous print. If a blank form is desired the user just needs to blank out any existing entries and press Enter and a blank form will print.

Screen function keys are as follows:

F3=Exit   Exits Proof of Service Form Print Window and returns the user to the Tax Garnishment Menu.

F12=Cancel   Exits Proof of Service Form Print Window and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
F6=Print All

```
D ┌───────────────────────── Proof of Service ────────────────────────┐
  │                   ┌──────────── Print All - Proof of Service ──────┐
P │ Type choices, press Enter.                                         │
  │  1=Select          Verify Sort Order, Press Enter.                 │
T │                                                                    │
  │ _ OFFICER CERTIFICATE    Sort by                    Output         │
  │                           C/N  Form           Copy  Queue          │
O │ X I served the request and  N Proof of Service   1 D60TG2013       │
  │    attachments by:          N Proof of Service   2 PRT01           │
  │        _ personal service                                         │
  │                                                                    │
  │   Date . . . . .  8/28/13                                          │
  │                                                                    │
  │ X I served a copy of the re                                       │
  │        _ personal service                                         │
  │   Date . . . . .  8/28/13                                          │
  │                                                                    │
  │ Name . . . . . JOHN DOE                                            │
  │ Title  . . . . COURT ADMINS                                        │
  │                                                         Bottom     │
  │ F3=Exit   F12=Cancel     F3=Exit    F12=Cancel                     │
  │                                                                    │
F │                                                                    │
  └────────────────────────────────────────────────────────────────────┘
```

The above screen displays when the user selects function key F6=Print All. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. This screen will stay displayed during the printing process with a progress arrow (===>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

F3=Exit	Exits the Print All Proof of Service screen and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits the Print All Proof of Service screen and returns the user to the Proof of Service Form Print screen.

Menus: 10. Tax Garnishment
Forms: 2. Proof of Service – Example
Menus: 10. Tax Garnishment

REQUEST AND WRIT FOR GARNISHMENT
(INCOME TAX REFUND/CREDIT)
Case No.   08101410OT

PROOF OF SERVICE

TO PROCESS SERVER: You must serve the garnishee with this request and writ of garnishment, the $6.00 fee, and any attachments, and file proof of service with the court clerk as directed by the plaintiff. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE

□ OFFICER CERTIFICATE	OR	☒ AFFIDAVIT OF PROCESS SERVER
I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notarization not required)		Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notarization required)

☒ I served the request and writ of garnishment, the $6.00 fee, and any attachments by:
  □ personal service   ☒ registered or certified mail (copy of return receipt attached) on:

Garnishee name	Complete address of service	Day, date, time
Michigan Department of Treasury Third Party Withholding Unit	PO Box 30785 Lansing, Michigan 48909	Monday 10/12/09 1:58 pm

☒ I served a copy of the request and writ of garnishment by:
  □ personal service   ☒ first-class mail on:

Defendant name	Complete address of service	Day, date, time
TEETER/NICOLA/MAXINE	4480 BREWER MUSKEGON, MI 49444	Monday 10/12/09 1:58 pm

□ I have personally attempted to serve the request and writ of garnishment on the defendant and have been unable to complete service.

Defendant name	Complete address(es) of service	Day, date, time

I declare that the statements above are true to the best of my information, knowledge, and belief.

Service Fee	Miles traveled	Fee	
$		$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
$		$	$

Signature
JANE X. DOE

Name (type or print)
COURT ADMINSTRATIVE ASSISTANT

Title

Subscribed and sworn to before me on _____ , _____ County, Michigan.
                                              Date

My commission expires: _____ Signature: _____
                              Date   Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received the request and writ of garnishment (and the $6.00 fee and attachments if applicable) on

_____ .
Day, date, time

_____ on behalf of _____
Signature

MCR 2.105

Create PDF: 3. Create PDF Files from Form Output

```
D6000DMC              Create PDF Files from Form Output      4/15/15  10:57:21

This feature will create a PDF file on the iSeries IFS for all Tax
Garnishment and Proof of Service forms entries in the specified output
queue.  The PDF forms then can be accessed from a mapped drive on any PC.

This process may take a long time to complete.

Type choices, press Enter.

Output Queue  . . . . . . . . D60TG2015
  Library . . . . . . . . . .     COLLECTF

iSeries IFS directory . . . . TAXGARN2015




F3=Exit    F12=Cancel
```

The above screen allows the user to generate PDF files on the AS/400 or iSeries IFS for archive purposes, also to reprint the Garn or the Proof if needed. In order to use this feature, it must be enabled in the System Customization area. This process will take all generated Tax Garns and Proof of Service forms from the selected output queue / library and create the PDF document in the selected iSeries IFS directory. The PDF document files can be accessed from a mapped drive on any PC.

Screen input edits are as follows:

- The output queue and library must exist on the system.
- The iSeries IFS directory will be created if it does not currently exist.

Screen function keys are as follows:

F3=Exit	Exits Create PDF Files from Form Output and returns the user to the Tax Garnishment Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment
Inquiry - Form: 4. Tax Garnishment Filing History - Release

```
D6000DMC        Tax Garnishment History Inquiry - Release      4/15/15  10:58:54
                                                           Mode: ALL Cases


Position to Name . . . _____ or Case . . . _____

Type options, press Enter.
 5=Display   6=Print Release   7=ROA   D=Disclosure   G=Reprint Tax Garn
                            Birth               Case   Writ Amt
Opt  Name on Writ ( █ = Closed)  Date   Case Id  Stat   Cur Bal
 █   JACKSON/ARNOLD/JAMES         9/08/77 07088365SM  WRNT   1,114.80 11
                                                            1,114.80
 _   JOHNSON/RANDALL/ALLEN        4/19/69 910801CT   WRNT   1,065.00 1
                        Disclosure:  4/15/15 200.00          865.00
 _   JONES/EDWARD/               10/17/61 9766572SM  WRNT   2,627.00 11
        Released:  3/17/15                                  2,627.00
 JORDAN/GILBERT/LAMAR            8/26/73 02024708SD  CLSD   1,418.00 11/01/14
                                                                .00
 _   KEYES/DIONA/JANEEN           5/20/76 11131141SM  WRNT   1,070.00 11/01/14
                                                            1,070.00
 _   MASON/BRYANT/              11/27/66 05069547SM  WRNT   1,410.00 11/01/14
                                                            1,410.00
                                                               More...
F3=Exit   F6=Print Report (Mode)   F9=All/Closed Cases   F12=Cancel
```

Highlighted entries indicate a difference in the Writ Amount and the Current Balance.

Entries in red indicate the case is now closed.

The above screen displays all of the individuals that have received a Writ of Tax Garnishment for the current year and the user has not run the archive function. Once the archive function is run, the entries will show under option 5. Tax Garnishment Filing Archive - Release.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print Release, 7=Display ROA, D=Disclosure entry/view, and G=Reprint Tax Garn. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Filing History and returns the user to the Tax Garnishment Menu.
F6=Print Report	Prints a listing of all currently filed Tax Garns. The report will be based on the mode of the screen. If the screen mode is "all Cases" then the report will include all cases. If the screen mode is "Closed Cases" then the report will only include closed cases.
F9=All/Closed Cases	This function will toggle the record selection for the screen between all cases and closed cases.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment
Inquiry: 4. Tax Garnishment Filing History - Release
Option 5. Display

```
 D6000DMC                  Tax Garnishment Form Information      6/02/11  13:28:35


   View information, press Enter.


   Case Id  . . . . : 07095836FY             Amount Due on Writ:    1,368.00


   Date Reviewed. . :  5/19/11
   Date Filed . . . :  6/03/11


   Plaintiff:                           Defendant:
   People of the City of Muskegon       BURSE/ROBERT/TIRECE
   c/o 60th District Court              2916 5TH ST
   990 Terrace Street                   MUSKEGON, MI 49444
   Muskegon, MI  49442-1234


   Prosecutor:                          SSN  . . . . . . . : 468-16-0251
    10002
   AARON,DENNIS M.,
   2350 DAVID STOTT BLDG
   DETROIT, MI 48226
   (313) 961-1625


   F3=Exit   F12=Cancel
```

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that printed on the Writ of Tax Garnishment form.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Filing History screen

Menus: 10. Tax Garnishment
Inquiry - Form: 4. Tax Garnishment Filing History – Release
Option 6. Print Release

```
D6000DMC              Tax Garnishment Release Form Print     5/30/12  11:25:15

Type selections, press Enter.      |    Case Id . . . . . : 101254850T
 X=Select                          |    Date Reviewed . . : 10/24/11
                                   |    Date Filed  . . . : 10/31/11
 ▌ The garnishment issued on       |    Amount Due on Writ:       354.00
   10/31/11 is withdrawn by        | Defendant:
   the plaintiff.                  |    KNIGHT/JENNIFER/LOUISE
      Authorized by:  _ Plaintiff  |    396 MCLAUGHLIN
 --OR--              _ Attorney    |    MUSKEGON, MI 49442
                                   |
 _ The garnishment issued on       |    SSN . . . . . . . : 375-82-2175
   10/31/11 is cancelled by        | Plaintiff:
   the court.                      |    City of Muskegon Heights
                                   |    C/O 60TH District Court
Select or type Last Date Paid.     |    990 Terrace Street
                                   |    Muskegon, MI  49442
 _ The last payment date found     | Prosecutor:
   for this case is  3/05/12 .     |     32291
 --OR--                            |    WILLIAMS,THEODORE N.,JR.
 _ Use this Last Date Paid  5/31/12 .|  120 W APPLE AVE
                                   |    MUSKEGON, MI 49440
F3=Exit   F12=Cancel               |    (231) 727-2103
```

The above screen will display when the user selects to print the Garnishment Release form. The left side of the screen will require a selection by the user. The user must select with an "X" the reason the Garnishment Release is being generated, either it is being withdrawn by the plaintiff or cancelled by the court. The user must also select to print either the last payment date found in the system, or use the manually entered last date paid (defaults to current date, but will accept any valid date).

The right side of the screen will display current information about the Tax Garnishment.

Screen input edits are as follows:

* The user must select with an "X" the reason the Tax Garnishment is being withdrawn and the last payment date. The form will not print without both selections and a valid date.

Screen function keys are as follows:

> F3=Exit   Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment Menu.

> F12=Cancel   Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment History Inquiry – Release screen.

Menus: 10. Tax Garnishment Inquiry - Form: Garnishment Release - Example

Original – Court (Part 1)
1st Copy – Garnishee (Part 2)
2nd Copy – Defendant (Part 2)
3rd Copy – Plaintiff (Part 2)

Approved, SCAO

STATE OF MICHIGAN 6 0TH JUDICIAL DISTRICT ___ JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 00394342

Court address
    60TH District Court, 990 TERRACE STREET, DMC-MUSKEGON-TEST, MI 49442

Court telephone no.
(231) 724-6294

Plaintiff name and address (judgment creditor)

People of the state of Michigan

v

Defendant name and address (judgment debtor)
CALLISON/JAMESON/ROBERT
5712 HARDING AVE
MUSKEGON, MI 49442

Plaintiff's attorney, bar no., address, and telephone no.
ABO,CHIYU,
   44694
800 FIRST NATIONAL BLDG
DETROIT, MI 48226
(313) 223-3500

Garnishee
Third Party Withholding Unit
Michigan Department of Treasury
PO Box 30785
Lansing, Michigan 48909

Defendant's social security no.
333-33-3336

TO THE GARNISHEE:

[X] 1. The garnishment issued on _____ 7/14/10 _____ is withdrawn by the plaintiff.
              Date

         The withdraw was authorized on _____ 7/15/10 _____ by _____ ABO,CHIYU,   44694 _____ .
                                                 Date   Plaintiff/Attorney   Bar no.

[ ] 2. The garnishment issued on _____ is cancelled by the court.
              Date

3.   You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after _____ 7/15/10 _____ shall be returned to the defendant and
    any further withholdings shall be discontinued.   Date

_____ 7/15/10 _____
Date

_____
Deputy court clerk

CERTIFICATE OF MAILING

I certify that on this date this release was served on the garnishee and the parties or their attorneys by first-class mail addressed
To their last-known addresses as defined by MCR 2.107(C)(3).

_____ 7/15/10 _____
Date

_____
Signature

TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the
Garnishee, defendant, and plaintiff copies.

MC 50 (6/09)   GARNISHMENT RELEASE (Part 2)   MCR 3.101

Menus: 10. Tax Garnishment
Inquiry: 4. Tax Garnishment Filing History - Release
Option D. Disclosure entry/view

```
D6000DMC        Tax Garnishment History Inquiry - Release     4/15/15  10:58:54


Position to Name . . .  _____  or Case . . .  _____

Type options, press Enter            ┌──── Disclosure Entry ────┐
 5=Display    6=Print Rele           │                          │
                                     │  Type option or information, press Enter.
Opt   Name on Writ ( █ = C           │   4=Delete                │
 _    JACKSON/ARNOLD/JAMES           │  Opt    Date         Amount    Final    Entered By
                                     │        █                  _
 D    JOHNSON/RANDALL/ALLEN          │   _    4/15/15       200.00          D6000DMC

 _    JONES/EDWARD/                  │
         Released:  3/17/15          │
 _    JORDAN/GILBERT/LAMAR           │

 _    KEYES/DIONA/JANEEN             │                                  Bottom
                                     │  F12=Cancel               │
 _    MASON/BRYANT/                  │                          │
                                     └──────────────────────────┘
                                                        More...
F3=Exit    F6=Print Report (Mode)   F9=All/Closed Cases   F12=Cancel
```

The above screen will allow for entry and viewing of Disclosure information. The user can enter the Disclosure Date, Amount, and optionally whether this is the Final Disclosure (Y=Yes). If there are multiple disclosures for the case, they will be displayed in list form under the entry fields. They can also be deleted with option 4=Delete. Disclosure entry is for informational purposes only and will display on the main screen. An entry will also be written to the ROA.

Screen input edits are as follows:

- A valid date in MM/DD/YY format must be entered with a non-zero dollar amount. The Final field is optional and if entered will only accept "Y"=Yes. The only difference with a Final Disclosure is the message that is displayed on the screen and ROA.
- The only valid option is 4=Delete. Any other entry will generate an edit error.

Screen function keys are as follows:

F12=Cancel	Cancel the Disclosure Entry window screen and return the user to the Tax Garnishment History Inquiry – Release screen.

Menus: 10. Tax Garnishment
Inquiry - Form: 4. Tax Garnishment Filing History – Release
Option G. Reprint Tax Garn

No screen will display when the user selects to reprint the Garnishment form. The form will print and the record will be updated with the new print dates.

Check the Tax Garnishment print section to see image of a sample tax garnishment form.

Menus: 10. Tax Garnishment
Inquiry - Form: 4. Tax Garnishment Filing History – Release F6=Print Report - Example

```
Page    1                            6000 - DMC TECHNOLOGY GROUP                                    4/15/15    13:32:09
ALL Cases                            Collections - Tax Garnishment History Report

                           Date of          Case  Amount Due     Current      File     Release      Disclosure
Name on Writ               Birth   Case ID  Stat   on Writ     Balance Due     Date      Date      Date     Amount

ALEXANDER/THOMAS/WILLARD   11/11/61 05065719SD  WRNT  1,095.00    1,095.00  11/01/14   2/04/15    3/02/15    351.00

ALONSO/ESMERALDA/          9/28/88 11137241SD  WRNT  1,418.00    1,418.00  11/01/14   3/04/15

BRAND/CURTIS/GRIFFIN       8/06/55 07093471SD  WRNT  1,408.40    1,408.40  11/01/14

BRAY/JOSHUA/DAVID          4/14/88 10122046SD  WRNT  1,107.20    1,107.20  11/01/14   3/17/15

BROTON/JENNIFER/MARIE      11/24/79 11137710SD  WRNT  1,053.00    1,053.00  11/01/14

BROWN/TYRA/TASHEE          1/13/74 9887189SM   WRNT  3,600.00    3,600.00  11/01/14

CAGE/THEODORE/ROOSEVELT    4/02/56 06074341OD  WRNT  1,199.00    1,199.00  11/01/14

CHAMBERS/ALVIN/LYNDELL     9/04/85 05059918SM  WRNT  2,278.56    2,278.56  11/01/14

DAULT/VINCENT/MICHAL       12/28/85 06084244ST  WRNT  1,437.60    1,437.60  11/01/14

DAVIS/ARTHUR/LEE-ALBERT    7/11/57 03036997OD  WRNT  2,691.00    2,691.00  11/01/14

DAVIS/CORY/JERARD          8/09/72 06073718FY  WRNT  1,554.00    1,554.00  11/01/14

DECKER/ROBERT/WILLIAM II   7/19/86 10123986SD  WRNT  1,206.93    1,206.93  11/01/14

DUELL/DOUG/                9/25/75 10120994SM  WRNT  1,140.00    1,140.00  11/01/14

DUNCAN/TERRANCE/LARON      12/21/78 04058351SM  WRNT  1,230.00    1,230.00  11/01/14

ENGLAND/RANDOLPH/WILSON    7/13/62 9657147CD   WRNT  1,248.00    1,248.00  11/01/14

FIDLER/ERIN/RAE            5/23/89 12144577SD  WRNT  1,392.00    1,392.00  11/01/14

FLOREZ/ROBERTO/JUAN        11/06/68 09117080SD  WRNT  1,758.00    1,758.00  11/01/14

GAVITT/TODD/ALLEN          3/23/75 12142617OD  WRNT  1,014.00    1,014.00  11/01/14

GROSS/REID/THOMAS          7/24/70 03043523FY  DISP  4,214.00    4,214.00  11/01/14
```

```
Page    3                            6000 - DMC TECHNOLOGY GROUP                                    4/15/15    13:32:09
ALL Cases                            Collections - Tax Garnishment History Report

                           Date of          Case  Amount Due     Current      File     Release      Disclosure
Name on Writ               Birth   Case ID  Stat   on Writ     Balance Due     Date      Date      Date     Amount

TERRY/DANIEL/RAE           4/11/64 99097223CD  WRNT  1,293.00    1,293.00  11/01/14

THOMAS/ANTHONY/DEWAYNE     8/14/77 01021685SM  WRNT  3,575.00    3,575.00  11/01/14

VINES/VINCENT/ALEXANDER    9/14/66 02024082SM  WRNT  3,360.00    3,360.00  11/01/14

WAGNER/WILLIAM/CHARLES     6/19/67 04055373FY  WRNT  1,674.00    1,674.00  11/01/14

WALKER/CURTRAIL/JUSTIN     6/02/89 12143445SD  WRNT  1,464.00    1,464.00  11/01/14

WALKER/MYRON/CURTIS        2/16/89 13150270SD  WRNT  1,674.00    1,674.00  11/01/14

WALLACE/RONNY/EARL         3/06/68 03036620SM  WRNT  2,118.00    2,118.00  11/01/14              4/15/15    100.00

WARD/ARCHESTER/            4/05/40 01017751SM  WRNT  4,439.00    4,439.00  11/01/14

WELLS/NAPOLEON/JR          3/27/61 07083534OD  WRNT  1,222.00    1,222.00  11/01/14

WYRICK/DEARREA/SHALONDRE   8/27/90 11128660SD  WRNT  1,378.00    1,378.00  11/01/14

YOUNG/PATRICK/WAYNE        6/15/60 9774584SM   WRNT  1,024.00    1,024.00  11/01/14
                                              ------------- -------------                        -------------
                                               110,451.69    108,833.69                             836.00



                                     ** End of Report **
```

Menus: 10. Tax Garnishment
Inquiry - Form: 5. Tax Garnishment Filing Archive - Release

```
D6000DMC       Tax Garnishment Archive Inquiry - Release      6/06/14  15:41:38

Position to Name . . . _____ or Case . . . _____

Type options, press Enter.
 5=Display   6=Print Release    7=Display ROA
                                    Birth           Case Amount Due   File
Opt  Name on Writ                  Date   Case Id   Stat  on Writ     Date
  ▌  ABBATOY/FREDRICK/LEE JR       6/20/85 08100459SM  CLSD    588.00 10/27/09
  _  ACHTERHOFF/BRIAN/DAKOTA      12/04/86 11133342ST  CLSD    474.00 10/29/12
  _  ACKER/LOGAN/MATTHEW           5/10/83 121434810T  CLSD    474.00 10/31/13
  _  ADAMS/MICHAEL/DERRICK         1/16/68 07D354575B  CLSD    312.00 10/31/11
  _  ADAMS/PAUL/JR                 6/13/89 08100747SM  CLSD    450.00 10/27/09
  _  ADAMS/PAUL/JR                 6/13/89 08100747SM  CLSD    540.00 10/27/10
  _  ADAMS/PAUL/JR                 6/13/89 121423820T  CLSD    504.00 10/29/12
  _  AINSWORTH/RUSSELL/CURTIS      9/06/54 10118918SM  CLSD    390.00 10/28/10
  _  AKERS/BRETT/DUANE             5/11/71 06076557SM  CLSD    420.00 10/27/09
  _  AKERS/BRETT/DUANE             5/11/71 06076557SM  CLSD    420.00 10/28/10
  _  ALEXANDER/JOSEPH/CARL JR     12/16/85 11136142ST  CLSD    685.20 10/29/12
  _  ALEXANDER/KATHERINE/LYNN      5/14/68 04D287738B  CLSD    308.00 10/31/11
  _  ALEXANDER/LINDA/MARIE         5/11/65 10127917SM  WRNT    431.00 10/31/13
                                                                    More...
F3=Exit   F6=Print Report   F12=Cancel
```

The above screen displays all of the individuals that have received a Writ of Tax Garnishment for the previous years. All entries on this screen are archived from previous years (or the current year if the archive function has been run). This screen functions exactly like 3. Tax Garnishment Filing History – Release.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print Release and 7=Display ROA. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits Tax Garnishment Filing Archive and returns the user to the Tax Garnishment Menu.

F6=Print Report   This will prompt the user for the Tax Year to report on and will generate a listing of all cases filed.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment
Inquiry: 5. Tax Garnishment Filing Archive - Release
Option 5. Display

```
D6000DMC                 Tax Garnishment Form Information     6/02/11  13:35:45


 View information, press Enter.


 Case Id  . . . . . : 04051997SM          Amount Due on Writ:    1,225.00


 Date Reviewed. . :   5/19/11
 Date Filed . . . :   6/01/11

 Plaintiff:                               Defendant:
 People of the City of Muskegon           BREWER/HASSEL/WILLIAM III
 c/o 60th District Court                  1280 WOODCREEK
 990 Terrace Street                       Apt # B
 Muskegon, MI  49442-1234                 MUSKEGON, MI 49441

 Prosecutor:                              SSN  . . . . . . . : 529-14-6321
  36226
 TAGUE,TONY,
 990 TERRACE ST
 MUSKEGON, MI 49442
 (231) 724-6435


 F3=Exit   F12=Cancel
```

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that printed on the Writ of Tax Garnishment form.

Screen function keys are as follows:

F3=Exit   Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.

F12=Cancel   Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Filing History screen

Menus: 10. Tax Garnishment
Inquiry - Form: 5. Tax Garnishment Filing Archive – Release
Option 6. Print Release

```
D6000DMC              Tax Garnishment Release Form Print    5/30/12  11:39:42

Type selections, press Enter.      |   Case Id . . . . . : 00002214SM
 X=Select                          |   Date Reviewed . . :  9/28/10
                                   |   Date Filed  . . . : 10/28/10
 ■ The garnishment issued on       |   Amount Due on Writ:     585.00
   10/28/10 is withdrawn by        | Defendant:
   the plaintiff.                  |   BOOHER/STEVEN/ALLEN
      Authorized by:  _ Plaintiff  |   6296 DALSON RD
 --OR--               _ Attorney   |   TWIN LAKE, MI 49457
                                   |
 _ The garnishment issued on       |   SSN . . . . . . . : 369-74-3821
   10/28/10 is cancelled by        | Plaintiff:
   the court.                      |
                                   |   People of the State of Michigan
Select or type Last Date Paid.     |
                                   |
 _ The last payment date found     | Prosecutor:
   for this case is  5/31/12 .     |    36226
 --OR--                            |   TAGUE,TONY,
 _ Use this Last Date Paid  5/31/12 .| 990 TERRACE ST
                                   |   MUSKEGON, MI 49442
F3=Exit   F12=Cancel               |   (231) 724-6435
```

The above screen will display when the user selects to print the Garnishment Release form. The left side of the screen will require a selection by the user. The user must select with an "X" the reason the Garnishment Release is being generated, either it is being withdrawn by the plaintiff or cancelled by the court. The user must also select to print either the last payment date found in the system, or use the manually entered last date paid (defaults to current date, but will accept any valid date.

The right side of the screen will display current information about the Tax Garnishment.

Screen input edits are as follows:

- The user must select with an "X" the reason the Tax Garnishment is being withdrawn and the last payment date. The form will not print without both selections and a valid date.

Screen function keys are as follows:

> F3=Exit   Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment Menu.
>
> F12=Cancel   Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment History Inquiry – Release screen.

Menus: 10. Tax Garnishment
Inquiry - Form: Garnishment Release - Example

Original – Court (Part 1)
1st Copy – Garnishee (Part 2)
2nd Copy – Defendant (Part 2)
3rd Copy – Plaintiff (Part 2)

Approved, SCAO

STATE OF MICHIGAN 60TH JUDICIAL DISTRICT ___ JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 00394342

Court address
60TH District Court, 990 TERRACE STREET, DMC-MUSKEGON-TEST, MI 49442

Court telephone no.
(231) 724-6294

Plaintiff name and address (judgment creditor)

People of the state of Michigan

v

Defendant name and address (judgment debtor)
CALLISON/JAMESON/ROBERT
5712 HARDING AVE
MUSKEGON, MI 49442

Plaintiff's attorney, bar no., address, and telephone no.
ABO,CHIYU,
44694
800 FIRST NATIONAL BLDG
DETROIT, MI 48226
(313) 223-3500

Garnishee
Third Party Withholding Unit
Michigan Department of Treasury
PO Box 30785
Lansing, Michigan 48909

Defendant's social security no.
333-33-3336

TO THE GARNISHEE:

[X] 1. The garnishment issued on _____7/14/10_____ is withdrawn by the plaintiff.
Date

The withdraw was authorized on _____7/15/10_____ by ABO,CHIYU, 44694 .
Date   Plaintiff/Attorney   Bar no.

[ ] 2. The garnishment issued on _____ is cancelled by the court.
Date

3. You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after _____7/15/10_____ shall be returned to the defendant and
any further withholdings shall be discontinued.   Date

_____7/15/10_____
Date   Deputy court clerk

CERTIFICATE OF MAILING

I certify that on this date this release was served on the garnishee and the parties or their attorneys by first-class mail addressed
To their last-known addresses as defined by MCR 2.107(C)(3).

_____7/15/10_____
Date   Signature

TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the
Garnishee, defendant, and plaintiff copies.

MC 50 (6/09) GARNISHMENT RELEASE (Part 2)   MCR 3.101

Menus: 10. Tax Garnishment
Inquiry: 5. Tax Garnishment Filing Archive - Release
F6=Print Report

```
D6000DMC        Tax Garnishment Archive Inquiry - Release      6/04/12  10:47:35

Position to Name . . . _____  or Case . . . _____

Type options, press Enter ┌─────── Report Year ───────┐
 5=Display   6=Print Rele │                           │
                          │ Reporting Year. . . 2012  │ se Amount Due   File
Opt  Name on Writ         │ (Cal Year Garn in effect) │ at  on Writ    Date
 _   ABBATOY/FREDRICK/LEE  │                           │ SD    588.00 10/27/09
 _   ADAMS/MICHAEL/DERRICK │ F3=Exit    F12=Cancel     │ NT    312.00 10/31/11
 _   ADAMS/PAUL/JR         │                           │ SD    450.00 10/27/09
 _   ADAMS/PAUL/JR         └───────────────────────────┘ SD    540.00 10/27/10
 _   AINSWORTH/RUSSELL/CURTIS     9/06/54 10118918SM   CLSD   390.00 10/28/10
 _   AKERS/BRETT/DUANE            5/11/71 06076557SM   CLSD   420.00 10/27/09
 _   AKERS/BRETT/DUANE            5/11/71 06076557SM   CLSD   420.00 10/28/10
 _   ALEXANDER/KATHERINE/LYNN     5/14/68 04D287738B   CLSD   308.00 10/31/11
 _   ALEXANDER/PERCY/             8/30/68 05071183ST   CLSD   494.00 10/27/09
 _   ALEXANDER/PERCY/             8/30/68 05071183ST   CLSD   494.00 10/28/10
 _   ALEXANDER/RANDELL/ALLEN      7/18/54 08097413ST   CLSD   474.00 10/27/09
 _   ALEXANDER/RANDELL/ALLEN      7/18/54 08097413ST   CLSD   474.00 10/28/10
 _   ALEXANDER/THOMAS/WILLARD    11/11/61 05065719SD   WRNT 1,110.00 10/27/09
                                                                     More...
F3=Exit   F6=Print Report   F12=Cancel
```

The above screen allows the user to select the Reporting Year. This is the calendar year the tax garnishment is in effect. For example, the 2012 Reporting year will select tax garnishment records that were filed at the end of year 2011.

Screen function keys are as follows:

> F3=Exit   Exits Tax Garnishment Report prompt window and returns the user to the Tax Garnishment Menu.

> F12=Cancel   Exits Tax Garnishment Report prompt window and returns the user to the Tax Garnishment Archive Inquiry– Release program.

Menus: 10. Tax Garnishment
Inquiry: 5. Tax Garnishment Filing Archive - Release
F6=Print Report - Example

```
Page    4                         6000 - DMC TECH GROUP                              5/31/12   11:33:54
Cases filed in: 2011        Collections - Tax Garnishment Archive Report for Year: 2012

                            Date of              Case  Amount Due    Current     File
Name on Writ                Birth    Case ID     Stat   on Writ    Balance Due   Date

  STRAIT/JAMIE/KAY           5/31/76 10123353SD  CLSD    474.00         .00   10/31/11

  STUBERG/ELIZABETH/MARIE    3/18/86 10119088SD  PROB    300.00         .00   10/31/11

  SUAREZ/MANUEL/JR           5/07/85 07087911SM  CLSD    401.60         .00   10/31/11

  TORNES/SHANICE/LATRICIA    1/26/78 10126311SM  CLSD    420.00         .00   10/31/11

  VANETTEN/JODY/LYN         11/25/72 10128118FY  CLSD    450.00         .00   10/31/11

  WALTON/JACOB/JAMES         6/04/91 11132908SM  CLSD    450.00         .00   10/31/11

  WARE-SMITH/SHONTREASE/SHAVON  9/06/80 09112207SM  CLSD    905.00       45.00   10/31/11

  WHITE/SHANINA/YVETTE       8/09/83 11D413956B  CLSD    264.00         .00   10/31/11

  WIARD/JESSE/WILLIAM        5/22/90 10125809SM  CLSD    540.00         .00   10/31/11

  WORKMAN/JASON/RICHARD      4/03/80 09116213ST  CLSD    524.00       45.00   10/31/11
                                                     -------------- --------------
                                                      48,778.11      4,498.00



                                    ** End of Report **
```

Menus: 10. Tax Garnishment
Yearly Reset: 6. Tax Garnishment File Reset – Archive

```
D6000DMC              Tax Garnishment File Reset - Archive        8/27/13   14:19:26

Confirm information, press Enter.

    The Writ for Tax Garnishment form must be submitted yearly to the
    state for processing.  This process will allow the user to remove
    all previously filed tax garnishment records and prepare the system
    for a new batch of entries.

    The Tax Garnishment file reset will perform the following:

            1. Move all currently filed Tax Garnishment records to the
               Tax Garnishment Archive file.

            2. Remove only the Archived records and leave the records in
               "REVIEW" status to be processed with the next cycle.


    Press Enter to perform the Tax Garnishment File Reset, or press F12=Cancel.



 F3=Exit    F12=Cancel
```

The above screen allows the user to easily start the tax garnishment process over for the next year. It places all tax garnishments that have already been printed into an archive file and it removes all filed tax garnishment data so that the process can be started over for a new tax year. Any newly selected cases for Tax Garnishment that have not been processed will remain in the file as part of the current year batch.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment File Reset – Archive and returns the user to the Tax Garnishment Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment
Yearly Reset: 7. Tax Garnishment Regenerate from Archive

```
D6000DMC              Tax Garnishment Regenerate from Archive   4/15/15  14:08:06

Confirm information, type choices, press Enter.

  The regeneration process will read all archive records to determine
  if the case is not closed and the user defined selection criteria is
  met.  If selected, a new Tax Garnishment record will be added to the
  current year file with a status of TxR.  All data validation and printing
  of the forms is the responsibility of the court.
Selection criteria:
  Offense Date Range . . . . . . █_____ to _____ (MM/DD/YY) - Optional
  Amount Due Range . . . . . . .        50.00 to 9,999,999.99 ($ Range)
  Case Status. . . . . . . . . . 1 (1=All, 2=Warrants Only, 3=Non-Warrants)
  SSN Selection  . . . . . . . . 2 (1=All, 2=SSN Only, 3=No SSN)
  Case Privacy . . . . . . . . . 1 (1=All, 2=Public Only, 3=Non-Public)
  Address State. . . . . . . . . 2 (1=All, 2=MI Only, 3=Non-MI)
  Restitution Owing. . . . . . . 2 (1=All, 2=Rest Only, 3=Non-Rest)
  Payment Plan . . . . . . . . . 1 (1=All, 2=Pay Plan Only, 3=Non-Pay Plan)
  Active Wage Assignment . . . . 1 (1=All, 2=WgAsn Only, 3=Non-WgAsn)
  Exclude Stop Code(s) . . . . ? _ _ _ _ _ _ _ _ _ _ _ _ _ (All Blank=No Test)

Press Enter to perform the Tax Garnishment Regenerate from Archive, or
F3=Exit   F4=Prompt    F12=Cancel
Tax Garn Regenerate complete.   There were     20 records added.
```

The message line will inform the user on how many records were regenerated each time it is run.

The above screen will allow the user to narrow down the selection criteria to target specific records for the regenerate process. This job can be run multiple times if necessary. An information message will inform the user on how many records were regenerated with the selected parameters. The new records will show in the COLLECT system with a TxR status. The court will need to print, process and file all information as defined by the Michigan Department of Treasury.

Screen input edits are as follows:

- Offense Date Range is optional, but if entered must be a valid date range in MM/DD/YY format.

- Amount Due Range is required and the first amount must be less than or equal to the second amount.

- Case Status is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants.

- SSN Selection is required and must be 1=All, 2=SSN Only, or 3=No SSN.

- Case Privacy is required and must be 1=All, 2=Public Only, or 3=Non-Public.

- Address State is required and must be 1=All, 2=MI Only, or 3=Non-MI.

- Restitution Owing is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution.

Menus: 10. Tax Garnishment
Yearly Reset: 7. Tax Garnishment Regenerate from Archive

- Payment Plan is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan.

- Active Wage Assignment is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment.

- Exclude Stop Codes is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select previously filed Tax Garn records without the selected codes.

Screen function keys are as follows:

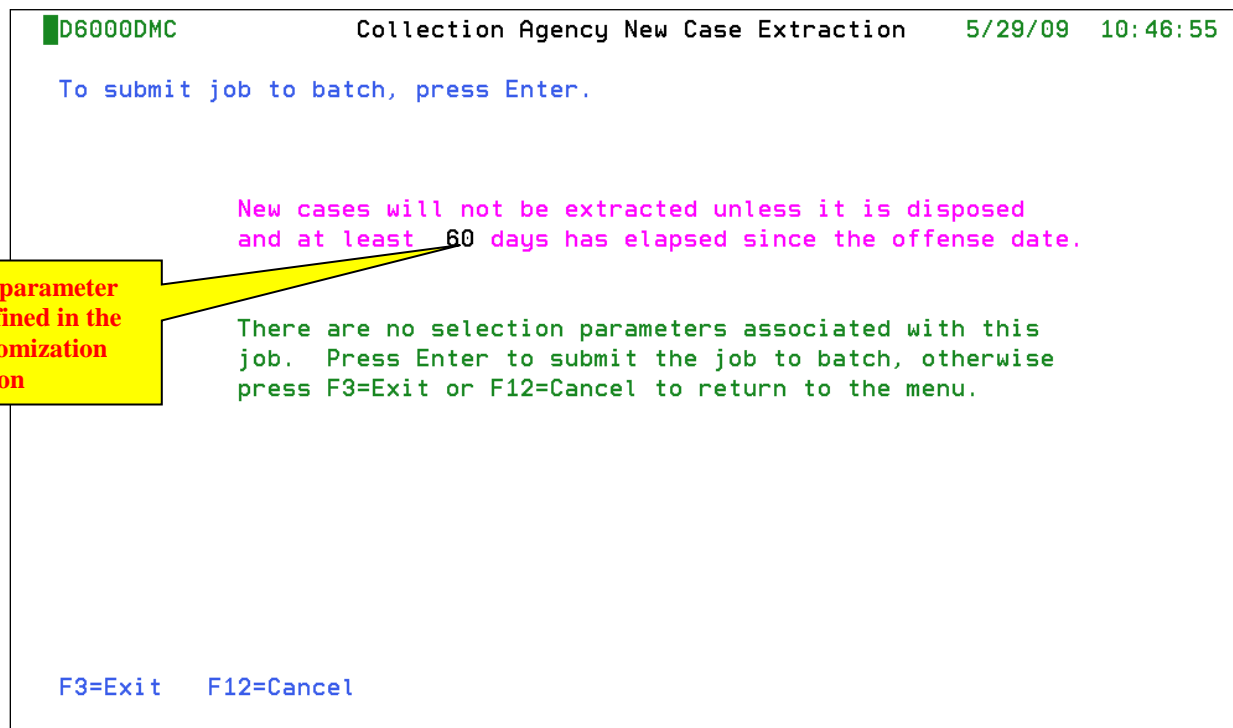|	
F3=Exit	Exits Tax Garnishment Regenerate from Archive and returns the user to the Tax Garnishment Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment
Yearly Reset: 8. Potential Tax Garnishment Cases Report

```
D6000DMC   Potential Tax Garnishment Cases Report Selection   4/15/15   15:49:22

Type choices, press Enter.


Selection Criteria:
  Amount Due Range . . . . . . .█      50.00 to 9,999,999.99 ($ Range)
  Case Status. . . . . . . . . . 2 (1=All, 2=Warrants Only, 3=Non-Warrants)
  SSN Selection  . . . . . . . . 2 (1=All, 2=SSN Only, 3=No SSN)
  Case Privacy . . . . . . . . . 2 (1=All, 2=Public Only, 3=Non-Public)
  Address State. . . . . . . . . 2 (1=All, 2=MI Only, 3=Non-MI)
  Restitution Owing. . . . . . . 2 (1=All, 2=Rest Only, 3=Non-Rest)
  Payment Plan . . . . . . . . . 2 (1=All, 2=Pay Plan Only, 3=Non Pay Plan)
  Active Wage Assignment . . . . 2 (1=All, 2=WgAsn Only, 3=Non-WgAsn)
  Exclude Stop Code(s) . . . . ? J P _ _ _ _ _ _ _ _ _ _  (All Blank=No Test)



Report Sort Order. . . . . . . . 1 (1=Name, 2=Case ID)




 F3=Exit    F4=Prompt    F12=Cancel
```

The above prompt screen will allow the user to select or override parameters for the Potential Tax Garnishment Report. This report is designed to be run after the Tax Garnishment Regenerate from Archive to provide a list of all other cases that may be considered for the current Tax Garnishment batch to process. The report can be narrowed down by the Selection Criteria on the screen. It can be sorted by Name or Case ID. All available cases that are not in Tax Garnishment review status that fit the Selection Criteria will be selected.

Screen input edits are as follows:

- Amount Due Range is required and the first amount must be less than or equal to the second amount.

- Case Status is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants.

- SSN Selection is required and must be 1=All, 2=SSN Only, or 3=No SSN.

- Case Privacy is required and must be 1=All, 2=Public Only, or 3=Non-Public.

- Address State is required and must be 1=All, 2=MI Only, or 3=Non-MI.

- Restitution Owing is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution.

- Payment Plan is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan.

Menus: 10. Tax Garnishment
Yearly Reset: 8. Potential Tax Garnishment Cases Report

- Active Wage Assignment is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment.

- Exclude Stop Codes is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes.

- Report Sort Order is required and must be 1=Name, or 2=Case ID.

Screen function keys are as follows:

F3=Exit	Exits the Potential Tax Garnishment Cases Report prompt and returns the user to the Tax Garnishment Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment
Yearly Reset: 8. Potential Tax Garnishment Cases Report
Report Example

```
Page    1                                 6000 - DMC TECHNOLOGY GROUP                                  4/15/15    16:23:41
                                 Collections - Potential Tax Garnishment Cases Report
Report Selection: Amount Due: 50.00 - 9,999,999.99      Status: ALL        SSN: SSN Only     Privacy: Public Only
                  Address State: MI Only    Restitution: Rest Only    Pay Plan: PAY PLAN Cases    Wage Asgn: WgAsn Only
                  Exclude Stop Codes: J P                       Sort Order: by NAME
                                                               Last Garn  No  Pay  Owe  Out of  Wage  Stp  Non
Name                               Birth     Case ID    Stat     Amt Due   Filed   SSN Plan Rest  State   Asgn   Cd   Pub

GERMAN/LATASHARENE/                01/31/74 11129167SM  DISP     3,067.00                  Y    Y             Y

GRISHAM/TERRANCE/DENARD            02/14/72 09117925SM  DISP    12,458.00                  Y    Y             Y    S

JEWETT/JERRY/ARTHUR                01/11/80 11137249SM  DISP     3,409.35                  Y    Y             Y

                       Total number of cases:          3      18,934.35


                                        ** End of Report **
```

Menus: 11. Collection Agency New Case Processing
Extract: 1. New Case Extraction

```
 D6000DMC              Collection Agency New Case Extraction     5/29/09  10:46:55

   To submit job to batch, press Enter.



              New cases will not be extracted unless it is disposed
              and at least  60 days has elapsed since the offense date.


              There are no selection parameters associated with this
              job.  Press Enter to submit the job to batch, otherwise
              press F3=Exit or F12=Cancel to return to the menu.






   F3=Exit   F12=Cancel
```

This parameter is defined in the Customization Section

The Collection Agency New Case Extraction screen will display. The user just needs to press Enter, to submit the job.

Once a defendants case(s) have been sent to a Collection Agency, the COLLECT system will no longer send statements to that individual. This process will identify and later notify these individuals who get a new case entered on the system. The case must be disposed and at least XXX days have elapsed since the offense date. The number of days to elapse is defined in the Customization Section. Once the user submits this job, they will receive a completion message back to their work station with the number of cases that were extracted. Based on the results, they can continue with the notification process or run this job at a later date if no new cases were found.

A report will be generated to list all new cases that were extracted.

Screen function keys are as follows:

F3=Exit   Exits the Collection Agency New Case Extract and returns the user to the COLLECT System Collection Agency New Case Processing Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 11. Collection Agency New Case Processing
Extract: 1. New Case Extraction Extract
Report Example

```
Page    1                          6000 -  DMC-MUSKEGON-TEST                      5/29/09    11:56:37
                            Collection Agency New Case Extraction Report

Case ID     Pty  Name                        Address                DOB        Disp Date    Amount Due

03D255585A  D01  EGGERSON/JOHNATHAN/LAMARR      4027 CALIFORNIA      07/28/81   04/14/03       180.00
                                                ST LOUIS  MO  36118

03D255585B  D01  EGGERSON/JOHNATHAN/LAMARR      4027 CALIFORNIA      07/28/81   04/14/03       234.00
                                                ST LOUIS  MO  36118

                                                                                      --------------
                                               Total number of cases:        2         414.00


                                  ** End of Report **
```

Menus: 11. Collection Agency New Case Processing
Status/Print: 2. New Case

```
 D6000DMC              Collection Agency New Case Maintenance    5/29/09   14:09:06

 Position to Case Id . . .  _____

 Type options, press Enter.
  4=Remove    6=Print Notice    7=ROA    H=Hold    S=Send Next Run   R=Reset Status

     Case Id       Name                                     DOB        Bal Due
 Opt               Stat    Extract   Days Last Activity
  █   08098556ST   ADAMS/PAUL/JR                         6/13/89        200.00
                   HOLD    5/29/09    0   5/29/09 New Case
  _   08102353ST   ADAMS/PAUL/JR                         6/13/89        100.00
                   HOLD    5/29/09    0   5/29/09 New Case
  _   0900000001   RAAP/NICHOLAS/JAY                     2/06/82        105.00
                   AGING   5/13/09   45   5/29/09 Payment Made
  _   99D152655    FARMER/ALFONZO/LORENZO                5/23/75        116.00
                           5/29/09    0   5/29/09 New Case
  _   99D170846C   BROOKS/WILLIE/LEE                     5/12/62        152.00
                   AGING   5/29/09   45   5/29/09 Statement Printed
  _   99D180100A   FARMER/ALFONZO/LORENZO                5/23/75        116.00
                   SEND    5/29/09    0   5/29/09 New Case
                                                                       More...
 F3=Exit   F7=Print All Available   F12=Cancel
 Worklist positioned to 08098.
```

The Collection Agency New Case Maintenance screen allows the user to process cases that were extracted to this temporary holding file. The processing of these new cases is designed to follow these steps:

1. The new cases gets extracted based on customization parameters
2. A statement/letter is printed to inform the defendant of their collection agency status. The ROA will be updated indicating a statement/letter was sent.
3. After the cases are printed, they age in this file and await payment. The days to age is based on a customization parameter. If a payment is detected, the aging process will start over. If the case is paid in full, it will be removed from this process.
4. Once the aging days expire, the case will be added to the Collection Agency Send File and the ROA will be updated. This will occur when the user takes menu option "3. Add Aged Cases to Collection Agency File".

Screen input edits are as follows:

- The option field will only accept 4=Remove, 6=Print Notice, 7=ROA, H=Hold, S=Send Next Run, R=Reset Status. Any other value will generate an edit error.

Screen options will perform the following tasks:

- 4=Remove – Will remove the case from the temporary holding file. If the case is not closed, it will re-appear the next time the extract is run.
- 6=Print Notice – will print either a statement or letter based on a customization parameter. The user will be prompted for what text to apply to the statement/letter.

Menus: 11. Collection Agency New Case Processing
Status/Print: 2. New Case

- 7=ROA – will display the JIS ROA screen for the selected case.
- H=Hold – will place an indefinite hold on the case and not allow any further processing.
- S=Send Next Run – will force the system to bypass the regular aging process and add the case to the Collection Agency Send File the next time the "3. Add Aged Cases to Collection Agency File" menu option is run.
- R=Reset Status – will remove the Hold or Send status and resume the regular aging process once the statement/letter is printed.

Screen function keys are as follows:

F3=Exit   Exits the Collection Agency New Case Maintenance and returns the user to the COLLECT System Collection Agency New Case Processing Menu.

F7=Print All Available Will print all extracted cases in that have not yet been printed. The user will be prompted for the statement/letter text to use on the notices.   The ROA will be updated indicating a statement/letter was sent.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 11. Collection Agency New Case Processing
Status/Print: 2. New Case Status/Print:
6=Print Notice

```
 D6000DMC               Collection Agency New Case Maintenance    5/29/09  14:36:29

 Position to Case Id . . . _____

 Type                ────────── Text Selection ──────────                    tus
   4=R
       Type choice, press Enter.                                              ue

 Opt   Text ID . . . . . ? 800
   _                                                                         .00
       Our records indicate that you currently have 1 or more
   6   overdue cases that have been sent to STATE COLLECTIONS.                .00
       The new case listed must be paid in FULL within 30 days or
   _   it will also be sent to STATE COLLECTIONS.  To avoid                   .00
       further damage to you credit, pay the total balance due on
   _   all cases immediately.                                                .00

                                                                             .00
   _
                                                                             .00
   _   F3=Exit    F4=Prompt    F12=Cancel
                                                                             ...
 F3=E
```

The Text Selection screen will allow the user to select the text to print on the statement/letter. It will default to the text that was used the last time a statement/letter was printed. When the user wants a different text to print on the statement/letter, they may key in the appropriate message ID and press Enter or press F4=Prompt and they can choose from a list of available text. The screen will be refreshed with the new text. Pressing Enter again, without changing the message id, will actually print the statement/letter and update the register of actions.

The message IDs correspond to either the statement templates (1-100) or the notification letter templates (101 – 800) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu. The determination of using a statement or letter is determined by a customization parameter.

Screen input edits are as follows:

- A valid message id must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Text Selection and returns the user to the Collection Agency New Case Maintenance program.
F4=Prompt	Displays a window with all the available text ID's for selection.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Menus: 11. Collection Agency New Case Processing
Update: 3. Add Aged Cases to Collection Agency File

```
 D6000DMC          Add Aged Cases to Collection Agency File     5/29/09  16:16:39

  To submit job to batch, press Enter.
                                                                  This parameter
                                                                  is defined in the
                                                                  Customization
                                                                  Section
                  Aged cases at least  45 days with no activity or cases
                  in SEND status will be selected to be added to the
                  Collection Agency Send file.


                  There are no selection parameters associated with this
                  job.  Press Enter to submit the job to batch, otherwise
                  press F3=Exit or F12=Cancel to return to the menu.








     F3=Exit    F12=Cancel
```

The Add Aged Cases to Collection Agency file screen will display. The user just needs to press Enter, to submit the job.

This process will pull records from the temporary holding file that have been aged XXX number of days or were in the SEND status and add them to the Collection Agency Send file. This is the last step in the process to catch all new cases for defendants that have already been sent to a Collection Agency. The number of days to age is determined by a customization parameter.

A report will be generated to list all cases that are to be sent to the Collection Agency.

Screen function keys are as follows:

F3=Exit   Exits the Collection Agency New Case Extract and returns the user to the COLLECT System Collection Agency New Case Processing Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 11. Collection Agency New Case Processing
Update: 3. Add Aged Cases to Collection Agency File
Report Example

```
Page    1                            6000 -  DMC-MUSKEGON-TEST                         5/29/09   16:06:19
                             Add New Case Aged Records to Collection Agency File

Case ID      Pty Name                          DOB      Ext Date   Last Act   Status       Amount Due

00D202852C   D01 BROOKS/WILLIE/LEE            05/12/62  05/29/09   05/29/09   FORCED SEND      152.00

00008750ST   D01 BROOKS/WILLIE/LEE            05/12/62  05/29/09   05/29/09   FORCED SEND      290.00

                                                                               --------------
                                              Total number of cases:      2         442.00


                            ** End of Report **
```

Menus: 11. Collection Agency New Case Processing
Maintenance: 4. Collection Agency File

```
   D6000DMC        Collection Agency Extract File Maintenance  11/17/08  12:05:12


   Position to Case Id . . . _____


   Type options, press Enter.
    4=Remove
                                                          Birth     Sent
   Opt  Case Id       Name                                Date      Date
    _     00B990854     BRAGG/IAN/PARKER                   3/03/77  10/10/08
    =     00D184858A    FARMER/ALFONZO/LORENZO             5/23/75   6/25/08
    _     00D184858B    FARMER/ALFONZO/LORENZO             5/23/75   6/25/08
    _     00D184858C    FARMER/ALFONZO/LORENZO             5/23/75   6/25/08
    _     00D187380     SIMMONS/DANIELLE/RENAE            10/09/80  10/14/08
    _     00D188131     COVINGTON/WILLIE/JAMES             3/15/70  10/14/08
    _     00D188389     VALLIERES/NORMAND/P               12/11/64  10/10/08
    _     00D188567C    SEAL/BARBARA/ANN                   5/16/54   6/25/08
    _     00D188669     COLLIS/WILLIAM/JAY                11/04/60  10/14/08
    _     00D188764B    KING/PEPPER/JAMES                  7/22/73  10/14/08
    _     00D188764C    KING/PEPPER/JAMES                  7/22/73  10/14/08
    _     00D191851C    MURAT/GORDON/THOMAS               10/08/74  10/10/08
    _     00D202514A    FARMER/ALFONZO/LORENZO             5/23/75   6/25/08
                                                                    More...

   F3=Exit    F12=Cancel
```

The Collection Agency Extract File Maintenance screen allows the user to remove a case from the 3rd Party Collection Agency Extract and History files. The ROA will be updated with a message saying the "Case Has Been Removed from Collection Agency".

Screen input edits are as follows:

- The option field will only accept 4=Remove. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits Collection Agency Extract File Maintenance and returns the user to the COLLECT System Collection Agency New Case Processing Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization

```
D6000DMC                    COLLECT System Main Menu            4/20/15   10:09:18

 Select one of the following:

  Maintenance:              1. Collections / Payment Plan
                            2. Case Address Synchronization
                            3. Name Synchronization

  Statements:              4. Standard Statement Print

                    ┌──────────────────────────────────────┐
                    │                                      │
                    │  Password . . . . . .                │
                    │                    ~~~~              │
  Menus:            │  F3=Exit   F8=Change  F12=Cancel     │
                    │                                      │
                    └──────────────────────────────────────┘
                         11. Collection Agency New Case Processing

  System:                 80. Customization
  Quit:                   90. Signoff
Type selection, press Enter.  ===> 80                           Ver: 15.06.00


F3=Exit    F6=Messages    F7=Spooled Files    F8=Submitted Jobs    F12=Cancel
```

The above screen will display when 80. Customization is selected on the COLLECT System Main Menu. This prompt has been added for additional security surrounding the system customization parameters. The user is prompted for a four-character password.   The password is preset by DMC and is embedded in the software. If you need to change the password, you must follow the instructions listed below. If you do not know your password, contact DMC Technology Group at 419-535-2900.

Changing the System Customization Password.

Any user, who knows the password, will be able to enter the system customization section, but only authorized users will be able to change the actual password value. Documented below are the requirements needed to change the password, as well as step-by-step instructions to complete the task.

Authorizing a user (or yourself) to change the password.

Usually, only one person, like the court administrator, has the ability to change the system password. The password should only be given to those responsible for maintaining the system customization values.

NOTE Use caution when maintaining user profiles. Do not change any values other than outlined here!

System: 80. Customization

1. To authorize a user to change the COLLECT System Customization password, you must sign on the AS/400 or iSeries as QSECOFR (or have QSECOFR rights) to change user profiles.

2. Enter the following command: **CHGUSRPRF** *username* and press F4. (Replace *username* with the user profile name of the person to authorize. Like D9990DAN in this example.) The following screen will appear.

```
                    Change User Profile (CHGUSRPRF)

    Type choices, press Enter.

    User profile . . . . . . . . . . > D0800DMC      Name
    User password . . . . . . . . . .  *SAME         Character value, *SAME, *NONE
    Set password to expired . . . .   *NO            *SAME, *NO, *YES
    Status . . . . . . . . . . . . .  *ENABLED       *SAME, *ENABLED, *DISABLED
    User class . . . . . . . . . . .  *USER          *SAME, *USER, *SYSOPR...
    Assistance level . . . . . . . .  *SYSVAL        *SAME, *SYSVAL, *BASIC...
    Current library . . . . . . . .   *CRTDFT        Name, *SAME, *CRTDFT
    Initial program to call . . . .   ENVMNUC        Name, *SAME, *NONE
      Library . . . . . . . . . . .      ENV         Name, *LIBL, *CURLIB
    Initial menu . . . . . . . . . .   MAIN          Name, *SAME, *SIGNOFF
      Library . . . . . . . . . . .     *LIBL        Name, *LIBL, *CURLIB
    Limit capabilities . . . . . . .  *NO            *SAME, *NO, *PARTIAL, *YES
    Text 'description' . . . . . . .   '*  8th District Test User sign-on'



    F3=Exit    F4=Prompt    F5=Refresh    F10=Additional par
    F13=How to use this display          F24=More keys
```

To authorize users, type an asterisk in the first position of the text description parameter.

3. To authorize users, type and asterisk (*) in the first position of the text description parameter, and press Enter. If there is other information in this field, it can be shifted to the right, but the asterisk must be in position 1. You can now sign off and sign back on with your normal District Court user profile.

4. Get into the COLLECT system and enter 80 from the main menu and press Enter. The following screen will appear:

System: 80. Customization

```
D6000DMC                    COLLECT System Main Menu            6/01/09  08:51:31


 Select one of the following:

  Maintenance:           1. Collections / Payment Plan
                         2. Case Address Synchronization
                         3. Name Synchronization


  Statements:            4. Standard Statement Print



              Password . . . . . . .
                                      ~~~~
  Menus:      F3=Exit  F8=Change  F12=Cancel


                    11. Collection Agency New Case Processing


  System:               80. Customization
  Quit:                 90. Signoff
 Type selection, press Enter.  ===> 80

 F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
```

F8=Change will allow authorized users who know the current password, to change it.

5. Press F8=Change to initiate a password change. The following pop-up window will appear:

System: 80. Customization

```
DO800DMC                   COLLECT System Main Menu        4/25/07  13:30:06

   Select one of the following:

    Maintenance:            1. Collections / Payment Plan
                            2. Case Address Synchronization
                            3. Name Synchronization

    Statements:             4. Standard Statement Print

                        Current password . . . .  _
    Menus:                                         ~~~~

                        New password . . . . . .
                                                  ~~~~
                        New password (verify). .
                                                  ~~~~
    System:
                        F3=Exit   F12=Cancel

    Quit:

   Type selection, press Enter.  ===> 80

    F3=Exit   F6=Messages    F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
```

Type the current password here.

Type the new password here

And the same new password here, to verify.

6. You will need to type the current password, and the new password twice to successfully change the password. If you do not know the current password, you will not be able to change the password. If you do not type the same new password twice, you will not be able to change the password.

When you have successfully changed the password, the system will resume the 80. Customization request and display the COLLECT System Customization Menu. If you do not meet all criteria involved with changing the password, error messages will be displayed on the bottom line of the pop-up window.

System: 80. Customization

```
D6000DMC              COLLECT System Customization Menu      4/15/15  16:28:31

Select one of the following:

 Customization:         1. System Tailoring
                        2. Standard Statement Logic Tailoring
                        3. Warrant Statement Logic Tailoring
                        4. Collection Agency Extract Logic Tailoring
                        5. Collection Agency New Case Processing
                        6. Tax Garnishment

 System:                7. Initial Setup Menu

 Maintenance:           8. SSN
                        9. Stop Code




Type selection, press Enter.  ===> █

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
```

When the user, with proper authority, enters "80. Customization" and presses Enter from the main menu, the above screen will be displayed. The COLLECT System Customization screen allows the user to customize the COLLECT system to their court's needs.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit COLLECT system and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
Customization: 1. System Tailoring Customization
Maintenance Customization

```
D6000DMC                  COLLECT System Tailoring         4/15/15  16:32:00
                                                       Maintenance Customization
Type choices, press Enter.

Collection Maint   - Hide Zero Balances . . . N          ('Y'es, 'N'o)
                     Hide ROA "Hop" Line  . . N          ('Y'es, 'N'o)
                    _____
Wage Assignment    - Case ROA Update  . . . . A          ('A'll, 'O'nly, 'S'el)
                     Print Address Page . . . N          ('Y'es, 'N'o)
                     Number of Copies . . . . 1          (Number)
                     Specific Printer . . . . _____  (Name, blank=Default)
                    _____
Wage Assign Cancel - Case ROA Update  . . . . A          ('A'll, 'O'nly, 'S'el)
                     Print Address Page . . . N          ('Y'es, 'N'o)
                     Print Form . . . . . . . Y          ('Y'es, 'N'o)
                     Number of Copies . . . . 1          (Number)
                     Specific Printer . . . . _____  (Name, blank=Default)
                    _____
                                                                   More...



F3=Exit    F12=Cancel
```

When the user, with proper authority, enters 1. System Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT System Tailoring screens allow the user to customize all prompt screen defaults, except those used in the statement runs, therefore decreasing the time and thought process to use the system. Type in the defaults in each of the categories that will fit your needs most of the time. Every time the user requests a report or form, the defaults will be displayed on the selection screen.

Screen field definitions and edits are as follows:

'Hide Zero Balances' - Collection Maint
   This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.

   This field governs whether cases with zero balances will show on the Collect Maintenance screen. A 'Y' will eliminate cases with zero balances. A 'N' will include cases with zero balances.

'Hide ROA "Hop" Line' - Collection Maint
   This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.

   This field governs whether the Hop Line displays at the bottom of the ROA inquiry screen. The Hop Line will only work when the case id is changed.

System: 80. Customization
Customization: 1. System Tailoring
Maintenance Customization

'Print Address Page' – Wage Assignment
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the wage assignment. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Wage Assignment
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the Wage Assignment form to be generated.

'Specific Printer' – Wage Assignment
> This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error.   If blank, the default JIS printer will be used.
>
> This field identifies the printer on which the Wage Assignment form will be printed.

'Print Address Page' – Wage Assignment Cancellation
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the wage assignment cancellation. If an "N" is entered, the application will not generate the address page.

'Print Form' – Wage Assignment Cancellation
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> If a "Y" is entered, the application will print the Order Canceling Assignment of Wages and update all database files. If an "N" is entered, the application will perform all database updates but not print the form.

'Number of Copies' – Wage Assignment Cancellation
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the Wage Assignment Termination form to be generated.

System: 80. Customization
Customization: 1. System Tailoring
Maintenance Customization

'Specific Printer' – Wage Assignment Cancellation
This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Wage Assignment Termination will be printed.

Screen function keys are as follows:

F3=Exit   Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
Customization: 1. System Tailoring
Maintenance Customization
Screen 2

```
D6000DMC                    COLLECT System Tailoring           4/15/15  16:42:37
                                                         Maintenance Customization
Type choices, press Enter.                                            Screen 2

Notification Letter-  Print State Seal . . . . Y          ('Y'es, 'N'o)
                      Number of Copies . . . . 1          (Number)
                      Specific Printer . . . . DELL3130   (Name, blank=Default)
                      Add ROA Notes  . . . . . Y          ('Y'es, 'N'o)
                      QR Code File Name. . . . D6000QRG   (blank=None)
_____
Case Address Sync   - Include Civil Cases. . . N          ('Y'es, 'N'o)
_____
Stop Code           - Add COLLECT/ROA Notes. . Y          ('Y'es, 'N'o)
_____
All Viewable SSN's - Mask SSN Protection. . . Y          ('Y'es, 'N'o)
_____
                                                                        More...




F3=Exit    F12=Cancel
Previous screen values have been updated.
```

This is the second set of Collect Prompt Defaults.

'Print State Seal' – Notification Letter
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> If a "Y" is entered, the application will generate the notification letter with a state seal in the upper left hand corner. If an "N" is entered, the application will not generate the notification letter with a state seal.

'Number of Copies' – Notification Letter
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the Notification Letter to be generated.

'Specific Printer' – Notification Letter
> This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.
>
> This field identifies the printer on which the Notification Letter will be printed.

System: 80. Customization
Customization: 1. System Tailoring
Maintenance Customization
Screen 2

'Add ROA Notes' – Notification Letter
>   This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
>   If a "Y" is entered, the application will display the Add ROA Notes screen after the text for the notification letter is selected. If an "N" is entered, the application will not display the Add ROA Notes screen and no additional ROA notes will allowed to be entered.

'QR Code File Name' – Notification Letter
>   This field is optional and if entered will print the QR (Quick Reference) code in the upper right corner of the Notification Letter. This code can be scanned by smart phones to automatically direct the person to a web site which allows for payment.
>
>   This QR Code file image and file name will be supplied by DMC Technology Group.

'Include Civil Cases' – Case Address Synch
>   This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.
>
>   If a "Y" is entered, Civil cases will appear along with Traffic/Criminal cases in the Case Address Synchronization. If an "N" is entered, only Traffic/Criminal cases will appear in the Case Address Synchronization.

'Add COLLECT/ROA Notes' – Stop Code
>   This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.
>
>   If a "Y" is entered, the COLLECT "Notes" screen will appear every time a Stop Code is applied or removed. This will allow for easier entry for the reason for the Stop Code. If an "N" is entered, the Stop Code will be applied and removed without prompting for notes.

'Mask SSN Protection' – All Viewable SSN's
>   This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.
>
>   If a "Y" is entered, any place the SSN is viewed in the COLLECT system will be masked with ###-##-1234 and only the last 4 digits will be displayed. Only the required printouts will contain the unmasked SSN.

Screen function keys are as follows:

>   F3=Exit   Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
>
>   F12=Cancel   Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization
Customization: 1. System Tailoring
Payment Plan Customization

```
D6000DMC                 COLLECT System Tailoring        8/30/13  13:24:56
                                                 Payment Plan Customization
Type choices, press Enter.

Payment Plan Maint - Payment Verification . . F        ('F'ull $, 'P'artial $)
                     Grace Period . . . . . . 3        (Number of days)
                     Case ROA Update  . . . . O        ('A'll, 'O'nly)
                     Text ROA Update  . . . . B        ('B'asic, 'D'etailed)
                     Maximum Duration . . . . _1 _0    (1-10 Years, 0-11 Months)
                     Last Payment Message . . W        ('B'ottom Line, 'W'indow)
_____
Payment Schedule   - Print Payment Schedule . Y        ('Y'es, 'N'o)
                     Number of Copies . . . . _2       (Number)
                     Specific Printer . . . . PRT01    (Name, blank=Default)
                     QR Code File Name. . . . D9999QR  (blank=None)
_____
Payment Coupons    - Print Payment Coupons. . N        ('Y'es, 'N'o)
                     Specific Printer . . . . PRT01    (Name, blank=Default)
_____
                                                                    More...



F3=Exit   F12=Cancel
Previous screen values have been updated.
```

This is the third set of Collect Prompt Defaults.

'Payment Verification' – Payment Plan Maintenance
> This field is required and will only accept an "F"=Full Amount or "P"=Partial Amount. Full Amount verification will only allow payments equal to or greater than the agreed amount to not be considered late. Partial Amount verification will allow any payment, regardless of amount to not be considered late.

> This default value will appear when entering a payment plan.

'Grace Period' – Payment Plan Maintenance
> This field is required and will only accept a value between 0 and 5. The grace period will extend the due date by the number of days entered. Payment made within the grace period will be applied to the previous payment number period. The grace period will have no effect on the generation of the overdue statements, only where the payment gets applied. If your court does not want to use the grace period feature, enter a value of zero.

> This default value will be applied to all payment plans entered.

'Case ROA Update' – Payment Plan Maintenance
> This field is required and will only accept an "A"=All (all of the defendants cases will be updated) or "O"=Only (only the cases being placed on the payment plan will be updated).

> This default value will appear when entering a payment plan.

System: 80. Customization
Customization: 1. System Tailoring
Payment Plan Customization

'Text ROA Update' – Payment Plan Maintenance
> This field is required and will only accept a "B"=Basic (Basic information about the Pay Plan is written to the ROA) or "D"=Detail (All Pay Plan information is written in multiple lines of the ROA.).

'Maximum Duration' – Payment Plan Maintenance
> This field is required and will only accept a whole number from 1 to 10. Any other value will generate an edit error.

> This default value will appear when entering a payment plan.

'Last Payment Message' – Payment Plan Maintenance
> This field is required and will only accept an "B"=Bottom Line (An information message will be displayed on the bottom line of the screen to inform the user that the Payment Plan has reached the maximum duration as defined by the parameters and the last payment is larger.) or "W"=Window (This is the more obvious information message because it will appear across the center of the screen in its own window to inform the user that the Payment Plan has reached the maximum duration as defined by the parameters and the last payment is larger. The user must press enter to continue to clear the message window from the main screen.)

'Print Payment Schedule' – Payment Schedule

> This field is required and will only accept a "Y"=Yes or "N"=No.

> This default value will appear when entering a payment plan.

'Number of Copies' – Payment Schedule
> This field is required and will only accept a whole number. Any other value will generate an edit error.

> This field identifies the number of copies of the Payment Schedule to be generated.

'Specific Printer' – Payment Schedule
> This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

> This field identifies the printer on which the Payment Schedule will be printed.

'QR Code File Name' – Payment Schedule
> This field is optional and if entered will print the QR (Quick Reference) code in the upper right corner of the Notification Letter. This code can be scanned by smart phones to automatically direct the person to a web site which allows for payment.

> This QR Code file image and file name will be supplied by DMC Technology Group.

System: 80. Customization
Customization: 1. System Tailoring
Payment Plan Customization

'Print Payment Coupons' – Payment Coupons
> This field is required and will only accept a "Y"=Yes or "N"=No.

> This default value will appear when entering a payment plan.

'Specific Printer' – Payment Coupons
> This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

> This field identifies the printer on which the Payment Coupons will be printed.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization
Customization: 1. System Tailoring
Payment Plan Customization
Screen 2

```
D6000DMC                    COLLECT System Tailoring            6/01/09  13:51:00
                                                         Payment Plan Customization
Type choices, press Enter.                                            Screen 2

Payment Plan Inqry - Specific Printer . . . . PRT01      (Name, blank=Default)
_____
                                                                      More...

















F3=Exit   F12=Cancel
Previous screen values have been updated.
```

'Specific Printer' – Payment Plan Inquiry
        This field is optional. If entered, it will only accept a valid printer name as defined on the
        system. Any other value will generate an edit error. If blank, the default JIS printer will
        be used.

        This field identifies the printer on which the Payment Plan Inquiry Information will be
        printed.

Screen function keys are as follows:

        F3=Exit   Exits COLLECT System Prompt Defaults and returns the user to
                                the COLLECT System Customization Menu.

        F12=Cancel   Will return the user to the previous COLLECT System Prompt
                                Default screen.

Payment Plan Customization System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization

```
D6000DMC                    COLLECT System Tailoring              6/02/11  13:44:39
                                                              Reporting Customization

 Type choices, press Enter.


 Balance Due Report - Report Type. . . . . . . 1      (1=All, 2=Pay, 3=Non Pay)
 _____
 Show Cause Report  - Number of Statements . .  4      (Greater than or equal)
                      Perform Docket Test. . . Y        ('Y'es, 'N'o)
                      Exclude Stop Code Cases. N        ('Y'es, 'N'o)
 _____
 Payment Plan Exp   - Days Within Expiring . .  45     (Number of Days)
 _____
 Money Collected Rpt- Number of Days Last Stm.  90     (Number, 999=Any Stm)
                      Report Type. . . . . . . 1        (1=Stm, 2=Full, 3=Sum)
                      Include Only Case Type ? FY+      (JIS Case Type, F4=Prompt)
 _____
 Money Coll by Event- Number of Days Last Stm. 100     (Number, 999=Any Stm)
                      Report Type  . . . . . . 1        (1=Stm, 2=Full, 3=Sum)
                      Use All Event Codes. . ? N        ('Y'es, 'N'o, F4=Prompt)
 _____
 Statements Sent    - Report Type  . . . . . . 1       (1=Detail, 2=Summary)
 _____
 F3=Exit   F4=Prompt   F12=Cancel                                      More...
 Previous screen values have been updated.
```

This is the fifth set of Collect Prompt Defaults.

'Report type' – Balance Due
    This field is required and will only accept a "1"=All, "2"=Payment Plan, "3"=Non Payment Plan.

    This default value will appear when selecting the Balance Due Report.

'Number of Statements' – Show Cause
    This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

    This default value will appear when selecting the Show Cause Report.

'Perform Docket Test' – Show Cause
    This field is required and will only accept a "Y"=Yes or "N"=No.

    This default value will appear when selecting the Show Cause Report.

'Exclude Stop Code Cases' – Show Cause
    This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when selecting the Show Cause Report.

Payment Plan Customization System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization

'Days Within Expiring' – Pay Plan Expiration
This field is required. It will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Pay Plan Expiration Report.

'Number of Days Last Stm' – Money Collected
This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Report Type' – Money Collected
This field is optional. If entered, it will accept "1"=Stmt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Include Only Case Type' – Money Collected
This field is optional. If left blank, the report will include all case types. Any case types entered (with the F4=Prompt) will be the only case types selected on the report. Only valid JIS case types can be entered.

'Number of Days Last Stm' – Money Collected by Event
This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report by Event Report.

'Report Type' – Money Collected by Event
This field is optional. If entered, it will accept "1"=Stmt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Use All Event Codes' – Money Collected by Event
This field is required and will only accept a "Y"=Yes or "N"=No.
This parameter will determine if all Event Codes configured here will be used in the report selection. If No is specified, only the system defined COLLECT codes will be used.

'Report Type' – Money Collected by Event
This field is optional. If entered, it will accept "1"=Stmt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

Payment Plan Customization System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization

'Report Type' – Statements Sent
>   This field is required and will only accept a 1=Detail or 2=Summary. Any other value will generate an edit error.

>   This default value will appear when selecting the Statement Sent Report.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F4=Prompt	Will display the Event Code Maintenance window.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

Payment Plan Customization System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization
Screen 2

```
D6000DMC                   COLLECT System Tailoring              6/06/14  16:21:00
                                                              Reporting Customization
Type choices, press Enter.                                            Screen 2

Event Sent Report  - Report Order . . . . . . 2      (1=Date, 2=Event)
                     Report Type. . . . . . . 1      (1=Detail, 2=Summary)

Wage Assignment Rpt- Report Selection . . . . 1      (1=All, 2=Pay, 3=Non Pay)
                     Assignment Type. . . . . 1      (1=All, 2=No Term, 3=Term)
                     Report Type. . . . . . . 1      (1=Detail, 2=Summary)

Address Stop Rpt   - Report Selection . . . . 1      (1=All, 2=Pay, 3=Non Pay)
                     Report Type  . . . . . . 2      (1=All, 2=Only New)

Stop Code Report   - Report Selection . . . . 1      (1=All, 2=Pay, 3=Non Pay)
                     Select only Stop Code. . S      (blank, Code Value)

Address Diff Report- Include Phone# Test. . . N      ('Y'es, 'N'o)

                                                                      More...



F3=Exit   F12=Cancel
Previous screen values have been updated.
```

'Report Order' – Event Sent Report
    This field is required and will only accept a 1=Date, or 2=Event. Any other value will generate an edit error.

    This default value will appear when selecting the Event Sent Report.

'Report Type' – Event Sent Report
    This field is required and will only accept a 1=Detail, or 2=Summary. Any other value will generate an edit error.

    This default value will appear when selecting the Event Sent Report.

'Report Selection' – Wage Assignment
    This field is required and will only accept a 1=All, 2=Pay Plan, or 3=Non Pay Plan. Any other value will generate an edit error.

    This default value will appear when selecting the Wage Assignment Report.

'Assignment Type' – Wage Assignment
    This field is required and will only accept a 1=All, 2=Not Terminated, or 3=Terminated. Any other value will generate an edit error.

    This default value will appear when selecting the Wage Assignment Report.

Payment Plan Customization System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization
Screen 2

'Report Type' – Wage Assignment
> This field is required and will only accept a 1=Detail or 2=Summary. Any other value will generate an edit error.

> This default value will appear when selecting the Wage Assignment Report.

'Report Selection' – Address Stop Report
> This field is required and will only accept a 1=All, 2=Pay Plan, or 3=Non Pay Plan. Any other value will generate an edit error.

> This default value will appear when selecting the Wage Assignment Report.

'Report Type' – Address Stop Report
> This field is required and will only accept a 1=All or 2=Only New. Any other value will generate an edit error.

> This default value will appear when selecting the Address Stop Report.

'Report Selection' – Stop Code Report
> This field is required and will only accept a 1=All, 2=Pay Plan, or 3=Non Pay Plan. Any other value will generate an edit error.

> This default value will appear when selecting the Wage Assignment Report.

'Select Only Stop Code' – Stop Code Report
> This field is required and will only accept a Blank=All or the actual Code Value to select only that code. Any other value will not generate any records on the report.

> This default value will appear when selecting the Address Stop Report.

'Include Phone# Test' – Address Differences Report
> This field is required and will only accept a Y=Yes or N=No. Any other value will generate an edit error.

> This default value will be used when running the Address Differences Report.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

Payment Plan Customization System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization
Screen 3

```
D6000DMC                    COLLECT System Tailoring          4/15/15  16:49:10
                                                          Reporting Customization
Type choices, press Enter.                                          Screen 3

Never Rec'd Stmt    -  Include Case Status. . . 2  (1=All, 2=Disp, 3=Pend)
                       Include Pay Plans. . . . 3  (1=All, 2=PP, 3=NPP)
                       Include Stop Codes . . . 2  (1=All, 2=Stop Cd, 3=NSC)
_____
Potential Tax Garns- Amount Due Range . . . .       50.00 - 9,999,999.99  ($)
                     Case Status. . . . . . . 2  (1=All, 2=WRNT, 3=Non-WRNT)
                     SSN Selection. . . . . . 2  (1=All, 2=SSN Only, 3=No SSN)
                     Case Privacy . . . . . . 2  (1=All, 2=Pub, 3=Non-Pub)
                     Address State. . . . . . 2  (1=All, 2=MI, 3=Non-MI)
                     Restitution Owing. . . . 2  (1=All, 2=Rest, 3=Non-Rest)
                     Payment Plan . . . . . . 2  (1=All, 2=Pay, 3=Non-Pay)
                     Active Wage Assignment . 2  (1=All, 2=WgAsn, 3=Non-WgAsn)
                     Exclude Stop Codes . . ? J P _ _ _ _ _ _ _ _ _ _
                                                 (All Blank=No Test)
                     Sort Order . . . . . . . 1  (1=Name, 2=Case ID)
_____
                                                                    More...

F3=Exit   F4=Prompt   F12=Cancel
Previous screen values have been updated.
```

'Include Case Status' – Never Received a Statement Report
> This field is required and will only accept a 1=All, 2=Disposed or 3=Pending. Any other value will generate an edit error.

'Include Pay Plans' – Never Received a Statement Report
> This field is required and will only accept a 1=All, 2=Payment Plans or 3=Non-Payment Plans. Any other value will generate an edit error.

'Include Stop Codes' – Never Received a Statement Report
> This field is required and will only accept a 1=All, 2=Stop Codes or 3=Non-Stop Codes. Any other value will generate an edit error.

Payment Plan Customization System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization
Screen 3

'Amount Due Range' – Potential Tax Garns Report
> This field is required and the first amount must be less than or equal to the second amount.

'Case Status' – Potential Tax Garns Report
> This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

'SSN Selection' – Potential Tax Garns Report
> This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

'Case Privacy' – Potential Tax Garns Report
> This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

'Address State' – Potential Tax Garns Report
> This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

'Restitution Owing' – Potential Tax Garns Report
> This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.

'Payment Plan' – Potential Tax Garns Report
> This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Potential Tax Garns Report
> This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Exclude Stop Codes' – Potential Tax Garns Report
> This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

'Report Sort Order' – Potential Tax Garns Report
> This field is required and must be 1=Name, or 2=Case ID. Any other value will generate an edit error.

Payment Plan Customization System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization
Screen 3

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

Payment Plan Customization System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization
Screen 4

```
D6000DMC                    COLLECT System Tailoring          4/15/15  10:53:19
                                                             Reporting Customization
Type choices, press Enter.                                            Screen 4

Pay Plan Past Due   - Targeted Past Due Range. 120 to 120 (Number of Days)
_____
Reporting           - All COLLECT Reports to
                      be Placed on HOLD  . . . Y            ('Y'es, 'N'o)
_____
                                                                    More...










F3=Exit   F12=Cancel
Previous screen values have been updated.
```

'Targeted Past Due Range' – Pay Plan Past Due
> The Day Range must be from 1 thru 999 where the "from" range is less than or equal to the "To" range. Anything else will generate an edit error.

'All COLLECT Reports to be Placed on HOLD' – Reporting
> This field is required and will only accept a Y=Yes or N=No. Any other value will generate an edit error.

> If a "Y" is entered, all spooled file reports will be placed on hold. If an "N" is entered, all spooled file reports will print upon completion of the print job.   It is strongly recommended to set this parameter to "Y".

Screen function keys are as follows:

> F3=Exit   Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.

> F12=Cancel   Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization
Customization: 1. System Tailoring
State Form Customization

```
D6000DMC                  COLLECT System Tailoring          6/01/09  15:59:01
                                                        State Form Customization
Type choices, press Enter.

Remit Prison Funds -  Number of Copies . . . . ▌2        (Number)
                      Print Address Page . . . Y         ('Y'es, 'N'o)
                          Number of Copies . . _1        (Number)
                      Print MDOC Addr Page . . Y         ('Y'es, 'N'o)
                          Number of Copies . . _1        (Number)
                      Specific Printer . . . . _____  (Name, blank=Default)
_____
Satisfaction Oblig -  Number of Copies . . . . _2        (Number)
                      Print Address Page . . . Y         ('Y'es, 'N'o)
                          Number of Copies . . _1        (Number)
                      Print MDOC Addr Page . . Y         ('Y'es, 'N'o)
                          Number of Copies . . _1        (Number)
                      Specific Printer . . . . _____  (Name, blank=Default)
_____
                                                                      More...



F3=Exit   F12=Cancel
Previous screen values have been updated.
```

 'Number of Copies' – Remit Prison Funds
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the remit prisoner funds form to be generated.

'Print Address Page' – Remit Prison Funds
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the remit prisoner funds. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Remit Prison Funds Address Page
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the remit prisoner funds form to be generated.

System: 80. Customization
Customization: 1. System Tailoring
State Form Customization

'Print MDOC Address Page' – Remit Prison Funds
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the remit prisoner funds. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Remit Prison Funds MDOC Address Page
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the remit prisoner funds form to be generated.

'Specific Printer' – Remit Prison Funds
> This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error.   If blank, the default JIS printer will be used.
>
> This field identifies the printer on which the remit prisoner funds form will be printed.

'Number of Copies' – Satisfaction Oblig
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the satisfaction of obligation form to be generated.

'Print Address Page' – Satisfaction Oblig
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the satisfaction of obligation. If an "N" is entered, the application will not generate the address page.

'Print MDOC Address Page' – Satisfaction Oblig
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the remit prisoner funds. If an "N" is entered, the application will not generate the address page.

System: 80. Customization
Customization: 1. System Tailoring
State Form Customization

'Number of Copies' – Satisfaction Oblig MDOC Address Page
>   This field is required and will only accept a whole number. Any other value will generate an edit error.
>
>   This field identifies the number of copies of the remit prisoner funds form to be generated.

'Specific Printer' – Satisfaction Oblig
>   This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error.   If blank, the default JIS printer will be used.
>
>   This field identifies the printer on which the satisfaction of obligation form will be printed.

Screen function keys are as follows:

>   F3=Exit   Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
>
>   F12=Cancel   Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization
Customization: 1. System Tailoring
State Form Customization
Misc Parameters Screen 2

```
D6000DMC                  COLLECT System Tailoring          4/15/15  14:55:56
                                                         State Form Customization
Type choices, press Enter.                               Misc Parameters Screen 2

Tax Garnishment     - Specific Printer . . . . HP2100      (Name, blank=Default)
                      Number of Copies (P1). . _3_         (Number) (SSN)
                      Number of Copies (P2). . _2_         (Number) (No SSN)
                      Federal ID Number  . . . FED654321
                      Agency Name  . . . . . . 60TH DISTRICT COURT
                      Court Type & Number. . . D 60_    (See DOT Inst-Form 2142)
                      Dft Ptiff Atty by Venue. N          ('Y'es, 'N'o)
If Yes, Copy1 sent=> Use PDF Output Naming. . Y D60TG2013_ ('Y'es, 'N'o, OUTQ)
_____
Proof of Service    - Specific Printer . . . . DELL3130_  (Name, blank=Default)
                      Number of Copies . . . . _2_        (Number)
_____
Tax Garn Release    - Specific Printer . . . . DELL3130_  (Name, blank=Default)
                      Number of Copies (P1). . _1_        (Number) (No SSN)
                      Number of Copies (P2). . _1_        (Number) (SSN)
_____
                                                                    More...

F3=Exit    F12=Cancel
Previous screen values have been updated.
```

'Specific Printer' – Tax Garnishment
>   This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

>   This field identifies the printer on which the Writ of Garnishment will be printed.

'Number of Copies' – Tax Garnishment (Part 1)
>   This field is required and will only accept a whole number. Any other value will generate an edit error.

>   This field identifies the number of copies of the Writ of Tax Garnishment part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garnishment (Part 2)
>   This field is required and will only accept a whole number. Any other value will generate an edit error.

>   This field identifies the number of copies of the Writ of Tax Garnishment part 2 form (SSN will be printed) to be generated.

'Federal ID Number' – Tax Garnishment
>   This field is used to stamp the electronic file with the court's federal ID number. This field is not visible on any form that is generated.

System: 80. Customization
Customization: 1. System Tailoring
State Form Customization
Misc Parameters Screen 2

'Agency Name' – Tax Garnishment

This field is used to stamp the electronic file with the court's name. This field is not visible on any form that is generated.

'Court Type & Number' – Tax Garnishment

This field is used to stamp the electronic file with the DOT's code value for your specific court. This field is not visible on any form that is generated. **It must contain the correct value for your specific court based on the table in the DOT form 2142 if you plan on electronic filing.** It is used to process your court's data file correctly at DOT.

'Default Plaintiff Attorney by Venue' – Tax Garnishment

This field is used to override the Plaintiff Attorney (prosecutor) on the case with the prosecutor entered on the customization screen specific to venue. These are defined in the customization section under menu option "6. Initial Setup Menu", then menu option "10. Tax Garnishment Default Plaintiff and Attorney".

'Use PDF Output Naming' – Tax Garnishment

This field is used to turn on the feature that enables the menu option to generate PDF files from the Tax Garns and Proof of Service forms. The spooled output file naming changes to include the case ID in the User Data, which is used in the naming of the PDF file on the IFS.

'Specific Printer' – Proof of service

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment Proof of Service will be printed.

'Number of Copies' – Proof of Service

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment Proof of Service to be generated.

'Specific Printer' – Tax Garn Release

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Garnishment Release will be printed.

System: 80. Customization
Customization: 1. System Tailoring
State Form Customization
Misc Parameters Screen 2

'Number of Copies' – Tax Garn Release (Part 1)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garn Release (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 2 form (SSN will be printed) to be generated.

Screen function keys are as follows:

F3=Exit   Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.

F12=Cancel   Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization
Customization: 1. System Tailoring
State Form Customization
Misc Parameters Screen 3

```
D6000DMC                  COLLECT System Tailoring          4/15/15  14:59:03
                                                  State Form Customization
Type choices, press Enter.                        Misc Parameters Screen 3

Tax Garn Regenerate- Amount Due Range . . . . █      10.00 - 9,999,999.99  ($)
                     Case Status. . . . . . . 1  (1=All, 2=WRNT, 3=Non-WRNT)
                     SSN Selection. . . . . . 1  (1=All, 2=SSN Only, 3=No SSN)
                     Case Privacy . . . . . . 1  (1=All, 2=Pub, 3=Non-Pub)
                     Address State. . . . . . 1  (1=All, 2=MI, 3=Non-MI)
                     Restitution Owing. . . . 1  (1=All, 2=Rest, 3=Non-Rest)
                     Payment Plan . . . . . . 1  (1=All, 2=Pay, 3=Non-Pay)
                     Active Wage Assignment . 1  (1=All, 2=WgAsn, 3=Non-WgAsn)
                     Exclude Stop Codes . . ? M P _ _ _ _ _ _ _ _ _ _
                                                 (All Blank=No Test)
                     Sort Order . . . . . . . 1  (1=Name, 2=Case ID)
    _____
                                                                      Bottom




F3=Exit   F4=Prompt   F12=Cancel
Previous screen values have been updated.
```

'Amount Due Range' – Tax Garn Regenerate
> This field is required and the first amount must be less than or equal to the second amount.

'Case Status' – Tax Garn Regenerate
> This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

'SSN Selection' – Tax Garn Regenerate
> This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

'Case Privacy' – Tax Garn Regenerate
> This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

'Address State' – Tax Garn Regenerate
> This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

'Restitution Owing' – Tax Garn Regenerate
> This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.

System: 80. Customization
Customization: 1. System Tailoring
State Form Customization
Misc Parameters Screen 3

'Payment Plan' – Tax Garn Regenerate
> This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Tax Garn Regenerate
> This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Exclude Stop Codes' – Tax Garn Regenerate
> This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization
Customization: 1. System Tailoring
Miscellaneous Customization

```
D6000DMC                    COLLECT System Tailoring            5/30/12  15:43:49
                                                        Miscellaneous Customization
Type choices, press Enter.

Database Backup     - Tape Device  . . . . . . TAP01____    (Name)
_____
                                                                        Bottom













F3=Exit    F12=Cancel
Previous screen values have been updated.
```

'Tape Device' – Database Backup
    This field is required and will only accept a valid tape device name on the iSeries.

    This parameter is only important if the user uses the 'Backup to Tape' option on the collection main menu.

Screen function keys are as follows:

    F3=Exit   Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.

    F12=Cancel   Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

```
D6000DMC                COLLECT Statement Logic Tailoring      5/30/12  15:46:24
                              Batch Level
                              Person Level    (1=Mailer-Name below msg)
Type choices, press Enter.    Case Level      (2=Mailer-Name above msg)
                                              (L=Notification Letter)
Statement Form Layout. . . . . . . . . .1     (P=Postcard)

Maximum Number of Statements to Print. .  200 (Number)

Print Exception Report . . . . . . . . .Y     ('Y'es, 'N'o)

Allow Selection of Statement Text. . . .N     ('Y'es, 'N'o)

Trial Report Print Order . . . . . . . .Z     ('N'ame, 'Z'ip Code)

Payment Plan Parameter Override. . . . .C     ('C'ollect Sched,'S'td Parms)

Track Returned Statements. . . . . . . .B     ('B'arcode, 'C'ase, 'N'o)




F3=Exit    F12=Cancel
```

BATCH level parameters:
When the user, with proper authority, enters 2. Standard Statement Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Statement Logic Tailoring screens allow the user to customize the standard statement run to their own needs, therefore decreasing the time and thought process to use the system. This first screen displays the defaults that will affect the statement print on the batch level.

Screen field definitions and edits are as follows:

'Statement Form Layout'
This field is required and will only accept a '"1"= Mailer-Name below msg text, "2"= Mailer-Name above msg, "L"=Notification Letters, or "P"=Postcards. Any other value will generate an edit error.

This field identifies the type of form to use when printing the statements.

'Max Number of Statements to Print'
This field is required and will accept any non-zero number. Any other value will generate an edit error.

This field is used to control the total number of statements to print for any given run. Enter 99999 to print all the statements that match the parameters.

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

'Print Exception Report'

This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate a report listing any individual that is not selected to receive a mailer and the reason. If an "N" is entered, the application will not generate the report. It is recommended to select a "Y" for this parameter.

'Allow Selection of Statement Text'

This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the user will be able to select the statement text, at statement generation time, to appear regardless of the statement number being printed. If an "N" is entered, the user will not be able to select which text will appear on the statement, the statement number being run will be used instead.

** NOTE ** Please be careful when selecting a "Y" for this parameter.**

'Trial Report Print Order'

This field is required and will only accept a '"N"=Name or "Z"=Zip. Any other value will generate an edit error.

If an "N" is entered, the application will generate the trial report in name order. If a "Z" is entered, the application will generate the trial report in zip code order.

'Payment Plan Parameter Override'

This field is required and will only accept "C"=COLLECT Schedule only or "S"=Standard JIS parameters combined with the COLLECT Schedule. If you are satisfied with the way overdue notices were generated for Payment Plans, then this field should be set to "S". (The overdue notice selection logic for Payment Plans will remain exactly the same as it has been.) If your court decides to IGNORE all JIS dates and JIS system activities for COLLECT Payment Plan cases, then set this value to "C". All Payment Plan cases will be checked solely against the Payment Schedule to determine if they are overdue. The only checks beside the Payment Schedule will be for Stop Cycle, correct Last Activity Date, correct Statement Number, and the correct Statement Type.

NOTE If you decide to run the system in "C" mode. Please verify all results with "Trial Reports" prior to running live.

'Track Returned Statements'

This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.

If an "N" is entered, the application will generate the statements without a barcode and case id on the outside envelope. If a "Y" is entered, the application will generate the statements with a barcode and case id on the outside envelope.

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

Screen function keys are as follows:

        F3=Exit   Exits COLLECT Statement Logic Tailoring and returns the user to the COLLECT System Customization Menu.

        F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

```
   DO800DMC              COLLECT Statement Logic Tailoring     4/25/07  08:01:52
                                Batch Level
                                Person Level
   Type choices, press Enter.    Case Level

   Minimum Balance Due  . . . . . . . . . .     1.00    (Greater than or equal)

   Defendants Eliminated Cases  . . . . . . E        (I = Include)
                                                     (E = Exclude)
                                                     (D = Exclude Defendant)

   Exclude Blank Address  . . . . . . . . . N        ('Y'es, 'N'o)




   F3=Exit   F12=Cancel
   Previous screen values have been updated.
```

PERSON / INDIVIDUAL level parameters:
This is the second set of COLLECT Statement Logic Tailoring.   The following parameters affect
the defendant as a whole.

'Minimum Bal Due'
>   This field is required and will accept any non-zero dollar amount. Any other value will
>   generate an edit error.
>
>   This field is used to determine when to include a person. The application will determine
>   the total amount for the name/date of birth combination and if this amount is greater than
>   the amount entered in this field, it will generate a statement/mailer.

'Defendants Eliminated Cases'
>   This field is required and will only accept an "I"=Include, "E"=Exclude, or "D"=Exclude
>   Defendant. Any other value will generate an edit error.
>
>   If an "I" is entered, the application will include all of the defendant's cases as long as
>   money is due. If an "E" is entered, the application will only print those cases that meet
>   the selection criteria. If a "D" is entered, the application will exclude the defendant if any
>   of their cases have been excluded.

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

'Exclude Blank Addresses'
>
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> If a "Y" is entered, the application will only include cases with information in all the JIS address fields. If an "N" is entered, the application will include cases with or without information in all the JIS address fields.

Screen function keys are as follows:

F3=Exit	Exits COLLECT Statement Logic Tailoring and returns the user to the COLLECT System Customization Menu.
F12=Cancel	Returns the user to the first Standard Statement Logic Tailoring screen (batch parameters).

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

```
   D6000DMC                 COLLECT Statement Logic Tailoring      4/11/08  14:41:31
                                    Batch Level
                                    Person Level
   Type choices, press Enter.        Case Level

   Exclude Cases Older Than . . . . . . . . . 1/01/1990    (Offense Date-MM/DD/YYYY)
   Exclude Warrant Cases  . . . . . . . . . . N           ('Y'es, 'N'o)
   Exclude Show Cause Cases . . . . . . . . . N           ('Y'es, 'N'o)
   Exclude Future Scheduled Cases . . . . . . N           ('Y'es, 'N'o)
     Ignore Selected JIS Action Codes . . ? N            ('Y'es, 'N'o, F4=Display)
   Include Suspended License Fee  . . . . . Y            ('Y'es, 'N'o)
   Include Only JIS Case Type . . . . . . . __            (Blank=All)
   Utilize JIS Stop Notice  . . . . . . . . N            ('Y'es, 'N'o)
   Check for any Disposition Date . . . . . Y  ___        ('Y'es,'N'o, Days After)
   Days to Age After Next Action  . . . . . 30           (Number of days)
   After Court Appearance Aging Interval. . 30           (Number of days)
   Non Pay Plan Last Activity Date Aging  . 30           (Number of days)
     Additional Grace Period  . . . . . . . 5            (Number of days)




   F3=Exit   F4=Display   F12=Cancel
   Previous screen values have been updated.
```

CASE level parameters:
This is the third set of COLLECT Statement Logic Tailoring.   The following parameters affect
the each individual case.

'Exclude Cases Older Than'
> This field is optional. If entered, it must be a valid date and less than today's date.
>
> If a date is entered, only those name/date of birth combinations with an offense date
> greater than the date will be included in the selection process. If the date is blank, all
> name/date of birth combinations will be included in the selection process.
>
> **** NOTE ** Please be careful if you choose to leave this parameter blank or enter
> an old date.**

'Exclude Warrant Cases'
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will
> generate an edit error.
>
> This field determines how warrant cases are handled. If a "Y" is selected, the application
> will not include a case if it is in warrant status. If an "N" is selected, the application will
> not check to see if the case is in warrant status.

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

'Exclude Show Cause Cases'
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> This field determines how show cause cases are handled. If a "Y" is selected, the application will look for show cause cases (next action code of 'AJ09') for a name/date of birth combination and exclude them from the selection process if the date scheduled is greater than the statement date. They will not print on the statement. If an "N" is selected, the application will include all show cause cases for a name/date of birth combination and include them in the selection process. They will print on the statement.

'Exclude Future Scheduled Cases'
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> This field determines how future scheduled cases are handled. If a "Y" is selected, the application will check the next action date and if it has a date in the future the case will be eliminated. They will not print on the statement. If an "N" is selected, the application will include the case regardless if the next action date indicates a future schedule date. They will print on the statement.

'Ignore Selected JIS Action Codes'
> This field is optional. If entered it will only accept valid JIS Action Codes. Any other value will generate an edit error.
>
> This field works hand in hand with the Exclude Future Scheduled Cases field. If there are any JIS Action Codes entered it will cause the system to ignore their associated date when determining if the case has been scheduled for a future date.   These action codes are entered thru 10. Next Action Codes to Ignore on the COLLECT Customization menu.

'Include Suspended License Fee'
> This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.
>
> This field determines how suspended license fees are handled. If a "Y" is selected, the application will include the suspended license fees (DLRJ & DLRH) for a name/date of birth combination in the total that is compared to the entered 'minimum balance due'. If the name/date of birth combination generates a statement, the suspended license fees will be included on the statement. If an "N" is selected, the application will exclude the suspended license fees (DLRJ & DLRH) for a name/date of birth combination in the total that is compared to the entered 'minimum balance due'. If the name/date of birth combination generates a statement, the suspended license fees will still be included on the statement.

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

'Include Case Type'
This field is optional. If entered, it must be a valid JIS case type.

If the case type is entered, only those case types will be included in the selection process. If the case type is blank, all case types will be included in the selection process.

** NOTE ** Please be careful if you select a case type. All other case types will be ignored by the selection process.

'Utilize JIS Stop Notice'
This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will exclude cases with a JIS stop code. If any of the JIS date generated notices are flagged to be stopped, the case will be excluded. If an "N" is entered, the application will include cases with or without a JIS stop code.

List of JIS Stop Notice Flags:
> Abstract
> FAC
> Late Penalty
> Defer Judgment
> TDN
> AlcNot
> 20% Late Penalty

'Check for any Disposition Date'
This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will only include cases with a disposition date. If an "N" is entered, the application will include cases with or without a disposition date.

Number of Days After, the second part of check disposition date, is not required but if entered requires a whole number.   Any other value will generate an edit error.

When a number of days is entered, the application will add the number of days to the JIS disposition date and compare it with the statement date to determine if the case is eligible for selection.

'Days To Age After Next Action'
This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

When a number of days is entered, the application will only include cases with a next action date older than the current date plus the number of days entered.

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

'After Court Appearance Aging Interval'
   This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

   This field is used to determine when to include any case with a next action date of AJ14. The application will add the number of days to the JIS appearance date and compare it with the statement date to determine if the case is eligible for selection.

'Non Pay Plan Last Activity Date Aging'
   This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

   This field is used to determine when to include a non-payment plan case. The application will add the number of days to the most recent date of the following fields; JIS offense date or JIS last payment date or the COLLECT last statement date and compare it with the statement date to determine if the case is eligible for selection.

'Additional Grace Period'
   This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

   This field is used in conjunction with the 'payment frequency' for payment plan cases and the 'non-plan days' for non-pay plan cases. The number entered in this field will be added to the number in the fields previously listed to determine if a case is eligible for selection.

'Ignore Selected JIS Case Codes'
   This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.

   This field determines if certain case codes are ignored when figuring out how much is due when performing a Collection Agency Extract. This parameter is only displayed when customizing a Collection Agency Extract run.

Screen function keys are as follows:

F3=Exit	Exits COLLECT Statement Logic Tailoring and returns the user to the COLLECT System Customization Menu.
F4=Display	Displays a list of all the entered JIS Action Codes to be ignored when determining a future schedule date.
F12=Cancel	Returns the user to the second Standard Statement Logic Tailoring screen (person parameters).

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

```
   D0800DMC                COLLECT Statement Logic Tailoring      4/25/07  08:03:23
                                  Batch Level
                                  Person Level
   Type choices, press Enter.     Case Level

   Exclude JIS Warrant Codes  . . . . . . . 03 11 __ __ __       Blank Entries
                                            __ __ __ __ __       Include All
   Exclude JIS Charge Codes . . . . . . . . _____
                                            _____  Blank Entries
                                            _____  Include All
                                            _____
                                            _____




   F3=Exit    F12=Cancel
    Previous screen values have been updated.
```

This is the fourth set of COLLECT Statement Logic Tailoring.   The following parameters affect the each individual case.

'Exclude Warrant Codes'
     This field is optional. If entered, it must be a valid JIS warrant code.

     If a warrant code is entered, the case will be excluded from the selection process. The standard warrant codes excluded are listed below:

     03 = City Atty Misdem. Auth. Complaint & Warrant Filed
     16 = Warrant Returned
     17 = Set Aside Capias / Bench Warrant
     22 = Bench Warrant Returned
     23 = Warrant Recall Filed

'Exclude Charge Codes'
     This field is optional. This field is not edited for valid entries.

     If the entered charge code(s) are found on a case, the case will not be included in the selection process.

System: 80. Customization
Customization: 2. Standard Statement Logic Tailoring

Screen function keys are as follows:

F3=Exit   Exits COLLECT System Prompt Defaults and returns the user to
                           the COLLECT System Customization Menu.

F12=Cancel   Returns the user to the third Standard Statement Logic Tailoring
                           screen (case parameters).

System: 80. Customization
Customization: 3. Warrant Statement Logic Tailoring

```
D6000DMC                  COLLECT Statement Logic Tailoring        5/30/12  16:21:09
 W A R R A N T                       Batch Level                      W A R R A N T
                                     Person Level      (1=Mailer-Name below msg)
Type choices, press Enter.          Case Level        (2=Mailer-Name above msg)
                                                       (L=Notification Letter)
Statement Form Layout. . . . . . . . . .L              (P=Postcard)

Maximum Number of Statements to Print. .   200         (Number)

Print Exception Report . . . . . . . . .N              ('Y'es, 'N'o)

Allow Selection of Statement Text. . . .Y              ('Y'es, 'N'o)

Trial Report Print Order . . . . . . . .N              ('N'ame, 'Z'ip Code)

Payment Plan Parameter Override. . . . .S              ('C'ollect Sched,'S'td Parms)

Track Returned Statements. . . . . . . .N              ('B'arcode, 'C'ase, 'N'o)

Print Amount Due or Charge Desc. . . . .C                ('A'mount, 'C'harge)

 W A R R A N T                                              W A R R A N T
F3=Exit    F12=Cancel
```

When the user, with proper authority, enters 3. Warrant Statement Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Statement Logic Tailoring screens allow the user to customize the warrant statement run to their own needs, therefore decreasing the time and thought process to use the system.   The warrant run requires that at least one case in warrant status is found for the individual otherwise the individual will be eliminated from this run. This first screen displays the defaults that will affect the statement print on the batch level.

See Option #2 Standard Statement Logic Tailoring from the COLLECT System Customization Menu.

System: 80. Customization
Customization: 4. Collection Agency Extract Logic Tailoring

```
D6000DMC          Collection Agency Extract Logic Tailoring  5/30/12  16:22:54
COLLECTION AGENCY               Batch Level              COLLECTION AGENCY
                                Person Level    (1=Mailer-Name below msg)
Type choices, press Enter.      Case Level      (2=Mailer-Name above msg)
                                                (L=Notification Letter)
Statement Form Layout. . . . . . . . . . L      (P=Postcard)

Maximum Number to Extract  . . . . . . .    200     (Number)

Print Exception Report . . . . . . . . . Y      ('Y'es, 'N'o)

Allow Selection of Statement Text. . . . N      ('Y'es, 'N'o)

Trial Report Print Order . . . . . . . . N      ('N'ame, 'Z'ip Code)

Payment Plan Parameter Override. . . . . S      ('C'ollect Sched,'S'td Parms)




COLLECTION AGENCY                                        COLLECTION AGENCY
F3=Exit    F12=Cancel
```

When the user, with proper authority, enters 4. Collection Agency Extract Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Collection Agency Extract Logic Tailoring screens allow the user to customize the collection agency extract run to their own needs, therefore decreasing the time and thought process to use the system. This first screen displays the defaults that will affect the collection agency extract on the batch level.

See Option #2 Standard Statement Logic Tailoring from the COLLECT System Customization Menu.

System: 80. Customization
Customization: 5. Collection Agency New Case Processing

```
 D6000DMC              Collection Agency New Case Processing    6/01/09  16:39:24


 Type choices, press Enter.

 New Case Extraction Process:
   Days to Age After Offense Date . . .   ▌60      (Number of Days)

 Statement Printing Process:                       (1=Mailer-Name below msg)
   Statement Form Layout. . . . . . . .   L        (2=Mailer-Name above msg)
                                                   (L=Notification Letter)
 Aging Process:
   Days to Age After Notice . . . . . .   45       (Number of Days)


 ** NOTE ** If Statement Form Layout is set to L=Notification Letter, the
            parameters for State Seal, Number of Copies, and Specific
            Printer will be retrieved from the Notification Letter
            customization section in System Tailoring.




 F3=Exit   F12=Cancel
```

New Case Extraction Process:

'Days to Age After Offense Date'
> This field is required and will only accept a non-zero number. A value of zero will generate an edit error.
>
> This field will age new disposed cases for the number of days entered from the offense date. The defendant (matched by Name and DOB) must currently have other cases sent to a Collection Agency to qualify for this process.

Statement Printing Process:

'Statement Form Layout'
> This field is required and will only accept one of the values listed to the right of the parameter. Any other value will generate an edit error.

Aging Process:

'Days to Age After Notice'
> This field is required and will only accept a non-zero number. A value of zero will generate an edit error.
>
> This field will allow the user to set the aging interval from the date printed to the date where the case is added to the Collection Agency send file. If the system sees a partial payment, it will reset the counter. If it sees a full payment, the case will be removed from this process.

System: 80. Customization
Customization: 6. Tax Garnishment

```
D6000DMC              Tax Garnishment Customization Menu     4/15/15  15:25:34

 Select one of the following:

  Customization:          1. Tax Garn, Proof, Release, and Regenerate

  Maintenance:            2. Default Plaintiff and Attorney
                          3. Court Address
                          4. Signature and Placement








 Type selection, press Enter.  ===> █

 F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
```

When the user enters "6. Tax Garnishment Customization Menu" and presses Enter from the Customization menu, the above screen will be displayed.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit COLLECT system and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate

```
D6000DMC                 COLLECT System Tailoring          4/15/15  16:32:32
                                                     State Form Customization
Type choices, press Enter.                           Misc Parameters Screen 2

Tax Garnishment      - Specific Printer . . . . HP2100      (Name, blank=Default)
                       Number of Copies (P1). . _3          (Number) (SSN)
                       Number of Copies (P2). . _2          (Number) (No SSN)
                       Federal ID Number  . . . FED654321
                       Agency Name  . . . . . . 60TH DISTRICT COURT
                       Court Type & Number. . . D 60    (See DOT Inst-Form 2142)
                       Dft Ptiff Atty by Venue. N          ('Y'es, 'N'o)
If Yes, Copy1 sent=> Use PDF Output Naming. . Y D60TG2013  ('Y'es, 'N'o, OUTQ)
_____
Proof of Service     - Specific Printer . . . . DELL3130    (Name, blank=Default)
                       Number of Copies . . . . _2          (Number)
_____
Tax Garn Release     - Specific Printer . . . . DELL3130    (Name, blank=Default)
                       Number of Copies (P1). . _1          (Number) (No SSN)
                       Number of Copies (P2). . _1          (Number) (SSN)
_____
                                                                    More...

F3=Exit    F12=Cancel
```

NOTE   This is the exact same menu that is accessed from the System Tailoring Customization Menu. It was placed here to consolidate Tax Garn Customization into one area.

'Specific Printer' – Tax Garnishment
> This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.
>
> This field identifies the printer on which the Writ of Garnishment will be printed.

'Number of Copies' – Tax Garnishment (Part 1)
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the Writ of Tax Garnishment part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garnishment (Part 2)
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the Writ of Tax Garnishment part 2 form (SSN will be printed) to be generated.

'Federal ID Number' – Tax Garnishment
> This field is used to stamp the electronic file with the court's federal ID number. This field is not visible on any form that is generated.

System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate

'Agency Name' – Tax Garnishment
> This field is used to stamp the electronic file with the court's name. This field is not visible on any form that is generated.

'Court Type & Number' – Tax Garnishment
> This field is used to stamp the electronic file with the DOT's code value for your specific court. This field is not visible on any form that is generated. **It must contain the correct value for your specific court based on the table in the DOT form 2142 if you plan on electronic filing.** It is used to process your court's data file correctly at DOT.

'Default Plaintiff Attorney by Venue' – Tax Garnishment
> This field is used to override the Plaintiff Attorney (prosecutor) on the case with the prosecutor entered on the customization screen specific to venue. These are defined in the customization section under menu option "6. Initial Setup Menu", then menu option "10. Tax Garnishment Default Plaintiff and Attorney".

'Use PDF Output Naming' – Tax Garnishment
> This field is used to turn on the feature that enables the menu option to generate PDF files from the Tax Garns and Proof of Service forms. The spooled output file naming changes to include the case ID in the User Data, which is used in the naming of the PDF file on the IFS.

'Specific Printer' – Proof of service
> This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

> This field identifies the printer on which the Writ of Garnishment Proof of Service will be printed.

'Number of Copies' – Proof of Service
> This field is required and will only accept a whole number. Any other value will generate an edit error.

> This field identifies the number of copies of the Writ of Tax Garnishment Proof of Service to be generated.

'Specific Printer' – Tax Garn Release
> This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

> This field identifies the printer on which the Garnishment Release will be printed.

System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate

'Number of Copies' – Tax Garn Release (Part 1)
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the Tax Garnishment Release part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garn Release (Part 2)
> This field is required and will only accept a whole number. Any other value will generate an edit error.
>
> This field identifies the number of copies of the Tax Garnishment Release part 2 form (SSN will be printed) to be generated.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the Tax Garnishment Customization Menu.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.

System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate
Screen 2 (from this menu, Screen 3 from Main Menu)

```
D6000DMC                    COLLECT System Tailoring        4/15/15   16:38:30
                                                          State Form Customization
Type choices, press Enter.                                Misc Parameters Screen 3

Tax Garn Regenerate-  Amount Due Range . . . . █      10.00 - 9,999,999.99  ($)
                      Case Status. . . . . . . 1  (1=All, 2=WRNT, 3=Non-WRNT)
                      SSN Selection. . . . . . 1  (1=All, 2=SSN Only, 3=No SSN)
                      Case Privacy . . . . . . 1  (1=All, 2=Pub, 3=Non-Pub)
                      Address State. . . . . . 1  (1=All, 2=MI, 3=Non-MI)
                      Restitution Owing. . . . 1  (1=All, 2=Rest, 3=Non-Rest)
                      Payment Plan . . . . . . 1  (1=All, 2=Pay, 3=Non-Pay)
                      Active Wage Assignment . 1  (1=All, 2=WgAsn, 3=Non-WgAsn)
                      Exclude Stop Codes . . ? M P _ _ _ _ _ _ _ _ _ _
                                                  (All Blank=No Test)
                      Sort Order . . . . . . . 1  (1=Name, 2=Case ID)
   _____
                                                                    Bottom




F3=Exit   F4=Prompt   F12=Cancel
Previous screen values have been updated.
```

'Amount Due Range' – Tax Garn Regenerate

> This field is required and the first amount must be less than or equal to the second amount.

'Case Status' – Tax Garn Regenerate

> This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

'SSN Selection' – Tax Garn Regenerate

> This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

'Case Privacy' – Tax Garn Regenerate

> This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

'Address State' – Tax Garn Regenerate

> This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

'Restitution Owing' – Tax Garn Regenerate

> This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.

System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate
Screen 2 (from this menu, Screen 3 from Main Menu)

'Payment Plan' – Tax Garn Regenerate
>This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Tax Garn Regenerate
>This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Exclude Stop Codes' – Tax Garn Regenerate
>This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

Screen function keys are as follows:

>F3=Exit   Exits COLLECT System Prompt Defaults and returns the user to the Tax Garnishment Customization Menu.

>F4=Prompt   This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.

>F12=Cancel   Will return the user to the previous Tax Garnishment Customization screen.

System: 80. Customization
Customization: 6. Tax Garnishment
2. Default Plaintiff and Attorney

```
D6000DMC    Tax Garnishment Default Plaintiff and Attorney   4/17/15   15:06:56
SAMPLE plaintiff information . . . People of the State of Michigan
              Address 1 . . . . c/o XX District Court
              Address 2 . . . . 123 Your Court Address
              City/ST/Zip . . . Your City              MI   48XXXXXXX
Please conform to the above sample with YOUR COURT INFORMATION to avoid any
issues with your submission to the Department of Treasury.
Type codes, press Enter.     (Venue 00 is the undefined default.)
Venue  Plaintiff Information           Attorney ID/Name/Info on Tax Garn
00 People of the State of Michigan     57726 HILSON,DALE J.,
   C/O 60TH District Court             ?     990 Terrace Street
   990 Terrace Street                        Muskegon            MI 49442
   Muskegon          MI   49442              PH: 351 222 1234   FE: _____
01 People of the State of Michigan     57726 HILSON,DALE J.,
   C/O 60TH District Court             ?     990 Terrace Street
   990 Terrace Street                        Muskegon            MI 49442
   Muskegon          MI   49442              PH: 351 222 1234   FE: _____
02 People of the City of Montague      36702 SCHRIER,JOHN C.,
   C/O 60TH District Court             ?     990 Terrace Street
   990 Terrace Street                        Muskegon            MI 49442
   Muskegon          MI   49442              PH: 231 222 1234   FE: _____
                                                                    More...

F3=Exit    F4=Prompt    F12=Cancel
```

This screen will be display when the user selects option 2. Default Plaintiff and Attorney on the Tax Garnishment Customization Menu. This screen allows the user to enter the information to be printed on the tax garnishment form.   If the case does not have a prosecutor assigned, the Default Attorney will be used. If your court has a different prosecutor assigned by venue, enter each of the different JIS venue codes along with the prosecutor assigned. You can override the JIS address and phone from this screen by entering that information in the space provided under the attorney name. (This is what will be used to print on the Tax Garn form.) Venue 00 is the undefined venue default. You must enter information for venue 00, which will be used if any specific venue number is not entered.

Important!.

You must adhere to the sample outlined on the top of the screen if you do not want any issues with your Tax Garnishment filings from the Michigan Department of Treasury. This plaintiff information not only prints on the form, but it also is placed in the data file that can be submitted with your filing.

Screen function keys are as follows:

F3=Exit   Returns the user to the Tax Garnishment Customization Menu.

F4=Prompt   Allows the user to prompt for a valid attorney.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
Customization: 6. Tax Garnishment
3. Court Address

```
D6000DMC        Tax Garnishment Court Address Maintenance       4/17/15  15:35:01


Type information, press Enter.


Tax Garnishment Court Name. . . . . 60th Judicial District Court
                        Address . . . 1111 HallOfJustice-SuperRoom
                        City/State. . Muskegon          MI
                        Zip . . . . . 48555 - 1234
                        Phone . . . . ( 517 ) 222 - 1234










F3=Exit    F12=Cancel
```

This screen will be display when the user selects option 3. Court Address from the Tax Garnishment Customization Menu. This screen allows the user to enter the court address and phone number to be printed on the top of the Tax Garnishment form. Prior to version 14.xx.xx, the system would use the address and phone pulled from the JIS system. Now the user has the option to customize the address and phone to be more specific to the clerks dealing with Tax Garnishments.

Screen function keys are as follows:

F3=Exit	Returns the user to the Tax Garnishment Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
Customization: 6. Tax Garnishment
4. Signature and Placement

```
D6000DMC              Signature Customization and Placement    4/15/15  15:43:04

Type choices, press Enter.                                   /Approximate\
                        Overlay    *---Offset---*   Test    /--Starting---\
Tax Garnishments (MC52)  Name ?    Down    Across   Print   Down     Across
  Part 1. . . . .(Pltf) D6000TD     5.800   4.000    F5     5.800    4.000
           (DCC) D6000TD           10.000   4.000           10.000   4.000
        . . .(Pltf) D6000TD         5.800   4.000    F6     5.800    4.000
           (DCC) D6000TD           10.000   4.000           10.000   4.000

roof of Service (PROOF)
  Proof . . . . . (Sig) D6000TD     6.900   4.000    F7     6.900    4.000

ax Garnishment Releases (MC50)
  Part 1. . . . . (DCC) D6000TD     7.100   4.500    F8     7.100    4.500
        (Mail Cert) D6000TD         8.800   4.500           8.800    4.500
  Part 2. . . . . (DCC) D6000TD     7.100   4.500    F9     7.100    4.500
        (Mail Cert) D6000TD         8.800   4.500           8.800    4.500




F3=Exit    F4=Prompt    F5,F6,F7,F8,F9=Test Print    F12=Cancel
```

DCC is an abbreviation for Deputy Court Clerk signature line on the forms

This screen will be display when the user selects option 4. Signature Customization and Placement from the Tax Garnishment Customization Menu. This screen allows the user to place their individual signature file on to the Tax Garnishment, Proof and Release forms. Your signature file name(s) will be visible with the F4=Prompt key. If you do not see your signature files there, you must contact DMC Technology Group and have them created.

The Offset Down and Offset Across columns are a measurement in inches (up to a thousandth of an inch) to place your individual signature perfectly on the form. The Approximate Starting Down and Across columns will get the signature close, but will require fine tuning to get the placement exactly on the form because everyone's signature is unique.

To fine tune the signature placement, F5, F6, F7, F8, F9=Test Print will print the appropriate blank form with the signature to allow for placement verification. Keep making adjustments and test printing until you are satisfied with all of the forms. The Test Print will send the form to the printer defined in Customization for the actual printing of the Tax Garns. It would be best to test on the actual printer being used to print the actual forms to avoid any margin and/or font differences.

If your court does not have signatures automatically printed on the Tax Garnishment forms, you can leave this screen totally blank.

System: 80. Customization
Customization: 6. Tax Garnishment
4. Signature and Placement

Screen function keys are as follows:

F3=Exit   Returns the user to the Tax Garnishment Customization Menu.

F4=Prompt   Allows the user to prompt for valid signature files.

F5=Test Print   Allows the user to Test Print the Tax Garnishment Part 1 form.

F6=Test Print   Allows the user to Test Print the Tax Garnishment Part 2 form.

F7=Test Print   Allows the user to Test Print the Proof of Service form.

F8=Test Print   Allows the user to Test Print the Release Part 1 form.

F9=Test Print   Allows the user to Test Print the Release Part 2 form.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
Customization: 6. Tax Garnishment
4. Signature and Placement
F4=Prompt for Signature File

```
 D6000DMC              Signature Customization and Placement     4/15/15   15:43:04

 Type choices, press Enter.                     ┌──────── Signature Overlay Select ───────┐
                              Over              │                                          │
 Tax Garnishments (MC52)    Nam                │  Type 1=Select, press Enter.             │
   Part 1. . . . .(Pltf) D6000                 │                                          │
                (DCC) D6000                     │  Opt  Signature   Description            │
   Part 2. . . . .(Pltf) D6000                 │   ▌   D6000KH     Katie Howard           │
                (DCC) D6000                     │   _   D6000TD     Theresa Dean           │
                                               │                                          │
 Proof of Service (PROOF)                      │                                          │
   Proof . . . . . (Sig) D6000                 │                                          │
                                               │                                          │
 Tax Garnishment Releases (MC5                 │                                          │
   Part 1. . . . . (DCC) D6000                 │                                          │
           (Mail Cert) D6000                    │                                          │
   Part 2. . . . . (DCC) D6000                 │                                  Bottom  │
           (Mail Cert) D6000                    │  F3=Exit    F12=Cancel                   │
                                               └──────────────────────────────────────────┘

 F3=Exit    F4=Prompt    F5,F6,F7,F8,F9=Test Print    F12=Cancel
```

The Signature Overlay Select screen will allow the user to place the appropriate signature on the form signature line. These signature files are pre-loaded on your system. If you do not see what you are looking for, you will need to contact DMC Technology Group for assistance.

Screen input edits are as follows:

- Option "1" will select the signature file. Any other non-blank entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits the Signature Overlay Select screen and and returns the user to the COLLECT System Main Menu.
F12=Cancel	Returns the user to the Signature Customization and Placement screen.

System: 80. Customization
System: 7. Initial Setup Menu

```
D6000DMC              COLLECT System Initial SetUp Menu      4/20/15  11:31:58

Select one of the following:

 Maintenance:              1. Software Security Id
                           2. Postcard Court Address
                           3. Notification Letter Heading
                           4. Wage Assignment Court Heading
                           5. Payment Coupon "Make Payments To"
                           6. Multiple Court Processing
                           7. Multiple Court Prefix Entry
                           8. Next Action Codes to Ignore
                           9. Payment Schedule Customization
                          10. Cash Codes to Ignore
                          11. Prisoner Funds Remit To Address
                          12. Prisoner Funds MDOC Address

                          30. All of the Above


Type selection, press Enter.  ===> ▋

F3=Exit    F6=Messages    F7=Spooled Files    F8=Submitted Jobs    F12=Cancel
```

When the user enters "7. Initial Setup Menu" and presses Enter from the Customization menu, the above screen will be displayed.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit COLLECT system and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 1. Software Security Id

```
   D0800DMC              Software Security Id Maintenance          4/26/07  08:04:20


   Type choice, press Enter.

   Software Security Id . . . . . K35X08L6K71AM08R03   (Code Supplied by DMC)
```
```
   F3=Exit    F12=Cancel
```

The above screen will display when the user selects option 1. Software Security Id on the Initial Setup menu. It allows the user to enter the COLLECT System Software Security Id. This Id is supplied by DMC and it should not be changed without first consulting DMC.

Screen function keys are as follows:

F3=Exit	Exits Software Security Id Maintenance and returns the user to the COLLECT System Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 2. Postcard Court Address

```
 D0800DMC              Postcard Court Address Maintenance      4/26/07  08:05:12


 Type choice, press Enter.


 Postcard Court Address . . .  99th DISTRICT COURT
                               999 W. ELM STREET
                               YOUR CITY, MI  99999

















    F3=Exit    F12=Cancel
```

The above screen will display when the user selects option 2. Postcard Court Address on the Initial Setup menu. It allows the user to enter the court address that will print on the postcard. This is used if the court is using the postcard format.

Screen function keys are as follows:

F3=Exit	Exits Postcard Court Address Maintenance and returns the user to the COLLECT System Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
  System: 7. Initial Setup Menu
    Maintenance: 3. Notification Letter Heading

```
  D0800DMC          Notification Letter Heading Maintenance     4/26/07  08:06:47


  Type choice, press Enter.


  Notification Letter Heading . . . _
  _____              99th District Court
  _____       999 xxxxxxxxxxxx AVENUE
  _____        xxxxxxxxx, MI   99999-9999
  _____               (999) 999-9999
  _____
  _____          www.YourCourtWebsite.com
  _____
                                         *******  OVERDUE PAYMENT NOTICE   *******













     F3=Exit    F12=Cancel
```

The above screen will display when the user selects option 3. Notification Letter Heading on the Initial Setup menu. It allows the user to define the header or top portion of the notification letter. If using paper with a pre-printed header blank out any information on the above screen.

Screen function keys are as follows:

  F3=Exit   Exits Notification Letter Heading Maintenance and returns the
           user to the COLLECT System Customization Menu.

  F12=Cancel   This key will function the same as F3=Exit from this screen and
           has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 4. Wage Assignment Court Heading

```
 D0800DMC      Wage Assignment Court Headings Maintenance     4/26/07  08:07:21


 Type choice, press Enter.


 Wage Assignment Court Headings . . .  99th District Court
                                       999 Elm Street
                                       Your City, MI 99999-9999

                                       _____
                                       999-999-9999




 F3=Exit   F12=Cancel
```

The above screen will display when the user selects option 4. Wage Assignment Court Heading on the Initial Setup menu. It allows the user to define the header or top portion of the wage assignment and wage termination forms.

Screen function keys are as follows:

    F3=Exit   Exits Wage Assignment Court Headings Maintenance and returns the user to the COLLECT System Customization Menu.

    F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
       System: 7. Initial Setup Menu
              Maintenance: 5. Coupon Book "Make Payments To"

```
 D0800DMC      Coupon Book "Make Payments To" Maintenance    4/26/07  08:12:51


 Type choice, press Enter.


 Make Payments To . . . . . . . . . . 99th District Court
                                      999 Elm Street
                                      Your City, MI 99999-9999
                                      Coupon Payment
                                      999-999-9999

















    F3=Exit   F12=Cancel
```

The above screen will display when the user selects option 5. Payment Coupon "Make Payments To" on the Initial Setup menu. It allows the user to define the return address to print on each coupon of the Coupon Book for Payment Plans.

Screen function keys are as follows:

      F3=Exit   Exits Coupon Book "Make Payment To" Maintenance and returns the user to the COLLECT System Customization Menu.

      F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 6. Multiple Court Processing

```
   DO800DMC            Multiple Court Processing Maintenence        4/26/07   08:08:54


   Type information, press Enter.

   Combine Multiple Courts into one Process . . .  N      ('Y'es, 'N'o)

   Default Court Id . . . . . . . . . . . . . . .  9999   (JIS Court Id)

















   F3=Exit    F12=Cancel
```

The above screen will display when the user selects option 6. Multiple Court Processing on the Initial Setup menu. It allows courts that have multiple court ids running on their system to combine the information by name/date of birth for the purpose of Collections.

** Contact DMC before changing from one mode to another. **

Screen field definitions and edits are as follows:

- A "Y"es or a "N"o are the only valid entries for Combine Multiple Courts into one Process. Any other entry will generate an error

    A "Y" will combine all the court ids running on the system into one court for COLLECT. An "N" will leave each court running on the system as separate entities for COLLECT

- The default Court Id will only accept the court id that is currently running on the system. This Id is used for the storage of all customization parameters.

Screen function keys are as follows:

    F3=Exit   Exits Multiple Court Processing Maintenance and returns the user to the COLLECT System Customization Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and
                        has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 7. Multiple Court Prefix Entry

```
   D0800DMC                 Multiple Court Prefix Maintenance     4/25/07  08:09:27


   Type prefixes, press Enter.


   Court Id & Location         Prefix
   0800 KALAMAZOO               N-
   0910 Kalamazoo               C-
   0920 PORTAGE                 S-

















                                                                          Bottom
   F3=Exit   F12=Cancel
```

This screen will be display when the user selects option 7. Multiple Court Prefix Entry on the
Initial Setup menu. This screen allows the user to define a prefix for the case id when running in
multiple court mode. These prefixes only display on the screen when the user has set the
multiple court processing flag (9. Multiple Court Processing from the Customization menu) to a
"Y". All of the court ids found on the system will be displayed.

Screen function keys are as follows:

F3=Exit   Exits Multiple Court Prefix Maintenance and returns the user to
                        the COLLECT Customization Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and
                        has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 8. Next Action Codes to Ignore

```
D0800DMC                   Next Action Codes to be Ignored        4/26/07  08:09:57


Type codes, press Enter.


Code  Description
AJ09  SCHEDULED FOR SHOWCAUSE HEARING
AJ10  SCHEDULED TO PAY
AJ11  ADJOURNED; MATTER UNDER ADVISEMENT
AJ12  SCHEDULED FOR DEFERRED SENTENCING
AJ13  SCHEDULED FOR PRE-SENTENCE INTERVIEW
AJ14  COURT DATE
AJ15  DUE DATE
AJ16  PARTIAL PAYMENT DUE
AJ21  MATTER UNDER ADVISEMENT/SCHEDULED FOR PRE-SENTENCE INTERVIEW
AJ22  TIME EXTENDED TO PAY
____
____
____
____
____
____
                                                                     More...

F3=Exit   F12=Cancel
```

This screen will be display when the user selects option 8. Next Action Codes to Ignore on the Initial Setup menu. This screen allows the user to enter the JIS Next Action Codes to be ignored when looking to see if the case has a future schedule date.

Screen field definitions and edits are as follows:

- Only valid JIS Next Action Codes (AJ codes) will be accepted. Any other entry will generate an error

Screen function keys are as follows:

F3=Exit   Exits Next Action Codes to be Ignored Maintenance and returns the user to the COLLECT Customization Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 9. Payment Schedule Customization

```
 DO800DMC        Payment Schedule Customization Maintenance       4/25/07   08:15:25


 Type information, press Enter.

 Heading    Payments should be made to:   99th District Court
 Text. .    _____
                      Send payments to:   99th District Court
            _____ 999 xxxxxxxxxxxx AVENUE
            _____ xxxxxxxxx, MI   99999-9999
            _____
            _____ Inquiries:  (313) 555-1212
            _____
            _____ www.YourCourtWebsite.com
 Attention  _____
 Text. .    In the event that you fail to make the payments as agreed upon, a
            statutory late fee of 20% will be added to the remaining balance.
            The court will not collect the 20% late fee if all payments are made.


 Allow payments to be due on weekends/holidays . . . N  ('Y'es, 'N'o)
    If 'N'o, schedule payment before or after. . . . A  ('B'efore, 'A'fter)
 Print signature lines on bottom of form . . . . . . Y  ('Y'es, 'N'o)


 F3=Exit    F12=Cancel
```

Holiday dates are determined by entries in the JIS Holiday File.

This screen will be display when the user selects option 9. Payment Schedule Customization on the Initial Setup menu. This screen allows the user to enter the information used to generate and print the payment schedule.

Screen field definitions and edits are as follows:

- Heading Text must be entered.

- Attention Text must be entered.

- A "Y"es or an "N"o are the only valid entries for Allow Payments to be Due on Weekends/Holidays. Any other entry will generate an error

    A "Y" will allow scheduled payments to fall on weekends and holidays. An "N" will prevent scheduled payments from falling on weekends or holidays (as defined in JIS).
    NOTE: **Holiday dates are determined by entries the JIS Holiday file. You may want to enter all common holidays several years into the future so the scheduling process for Payment Plans is aware of the upcoming holiday dates**.

- A "B"efore or an "A"fter are the only valid entries for If 'N'o, Schedule Payment Before or After. Any other entry will generate an error.

    A "B" will move the scheduled payment to a valid business day before the day being adjusted. An "A" will move the scheduled payment to a valid business day after the day being adjusted.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 9. Payment Schedule Customization

- A "Y"es or an "N"o are the only valid entries for Print Signature Lines on Bottom of Form. Any other entry will generate an error.

  A "Y" will print the signature lines on the bottom of the Payment Schedule. A "N" will prevent the signature lines from printing on the bottom of the Payment Schedule.

Screen function keys are as follows:

F3=Exit	Exits Payment Schedule Customization Maintenance and returns the user to the COLLECT Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 10. Cash Codes to Ignore

```
   D6000DMC                 Cash Codes to be Ignored        4/11/08  14:16:49


   Type codes, press Enter.


   Code  Description
   MYRS  RESTITUTION (RECO)
   MYSC  STATE COSTS ($5.00 JFEE)
   ____
   ____
   ____
   ____
   ____
   ____
   ____
   ____
   ____
   ____
   ____
   ____
   ____
                                                                   More...
   F3=Exit   F12=Cancel
```

This screen will be display when the user selects option 11. Cash Codes to Ignore on the Initial Setup menu. This screen allows the user to enter the cash codes that should be ignored when performing a collection agency extract statement run.

Screen function keys are as follows:

F3=Exit   Returns the user to the COLLECT Customization Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 11. Prisoner Funds Remit To Address

```
D6000DMC              Prisoner Funds Remit To Maintenance      4/11/08  14:23:06


  Type choice, press Enter.


  Remit To Address . . . . . . 99th Distict Court
                               99 S. Main St.
                               P.O. Box 999
                               City, State Zip

















     F3=Exit    F12=Cancel
```

The above screen will display when the user selects option 12. Prisoner Funds Remit To Address on the Initial Setup menu. It allows the user to enter the court address that will print on the prisoner funds remit to form. If this is left blank the form will default to the address at the top of the form. This address is only if the remitted funds should be sent to a different address then the court address.

Screen function keys are as follows:

F3=Exit	Exits Prisoner Funds Remit To Address Maintenance and returns the user to the COLLECT System Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 12. Prisoner Funds MDOC Address

```
  D6000DMC              Prisoner Funds MDOC Addr Maintenance    6/03/11  14:32:26


  Type choice, press Enter.

  MDOC Address . . . . . . . .  MDOC Regional Business Office
                                Court Order Processing
                                4000 Cooper Street
                                Jackson, MI  49201
















  F3=Exit    F12=Cancel
```

The above screen will display when the user selects option 13. Prisoner Funds MDOC Address on the Initial Setup menu. It allows the user to enter the MDOC address that will print when the MDOC cover page is selected.

Screen function keys are as follows:

F3=Exit	Exits Prisoner Funds Remit To Address Maintenance and returns the user to the COLLECT System Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 30. All of the Above

Selecting this option will display all of the options, in sequence, on the COLLECT System Customization Menu. The result is the same as if you were to select each menu option individually.

System: 80. Customization Maintenance: 8. SSN

Multiple entries with the same Name/DOB indicate the SSN file had another record added. Only the most current SSN will be used. Outdated records noted with "Expired". It will be a court decision whether or not to delete the expired records.

Table of Contents

```
 D6000DMC                       SSN Maintenance                  8/03/10   11:58:09


 Position to Name . . . _____


 Type options, press Enter.
  2=Change    4=Delete

                                                             *---- Entry ----*
 Opt Name                                   DOB        SSN        Date     User
   █ BAATZ/GENE/EARL                       1/04/69 387-71-9730   7/13/10 D6000DMC
   _ BEASLEY/SAMUEL/LEE JR                 7/17/64 541-13-2875   8/02/10 D6000DMC
   _ BENARD/CAROLYN/LYNN                  10/22/67 171-63-2328   8/02/10 D6000DMC
   _ BOTELLO/JOSIE/FRANCIS               12/01/85 424-17-0932   8/02/10 D6000DMC
   _ BOWLING/PHILLIP/HOWARD              12/21/65 366-92-7588   8/02/10 D6000DMC
   _ BRACEY/DESTINY/MARIE                11/27/86 292-82-4422   7/14/10 D6000DMC
   _ BRACKETT/ROBERT/SCOTT                9/30/84 292-89-1131   7/14/10 D6000DMC
   _ BRACKETT/ROBERT/SCOTT - Expired      9/30/84 292-87-0065   4/05/10 D6000DMC
   _ BRADFORD/DONATUS/DEAN                1/13/76 292-91-2197   7/14/10 D6000DMC
   _ BRADFORD/ERICA/LYNNE                 5/08/71 293-27-3830   7/14/10 D6000DMC
   _ BRADFORD/SHIRMEKA/REEANN             5/10/85 293-58-6309   7/14/10 D6000DMC
   _ BRAND/CURTIS/GRIFFIN                 8/06/55 404-89-9053 10/24/08 D6000TED
   _ BREWER/HASSEL/WILLIAM III            7/31/76 529-14-6321 10/27/08 D6000TED
                                                                         More...

 F3=Exit   F6=Add   F12=Cancel
 Worklist positioned to B.
```

This screen will allow the user to maintain the SSN file. All SSNs are encrypted in the database and this program is the only way to Change or Delete entries once they are entered here, by the COLLECT maintenance program or the Payment Plan program. If there are multiple records for the same Name/DOB combination, this indicates that a user updated the SSN. The collect system will not delete the old records for history purposes. If the user wishes to clean up old SSN records, they can be deleted with the option 4=Delete. To assist in finding the correct record, the user can position the work list by name.

Screen input edits are as follows:

- The option field will only accept 2=Change or 4=Delete. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit   Exits SSN Maintenance and returns the user to the COLLECT System Customization Menu.

F6=Add   This key will display a blank screen for manual entry. The name and DOB must match a case master record in the JIS system. The DOB must be a valid date, not blank or zeros.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
Maintenance: 8. SSN
Option 2=Change

```
 D6000DMC                      SSN Maintenance              8/02/10  15:17:13


 Type information, press Enter.


 Name . . . BRACKETT/ROBERT/SCOTT                Enter Name & DOB
 DOB  . . .  9/30/84                             exactly as it
                                                 appears in JIS.

 SSN  . . . 292-87-0065












 F3=Exit   F12=Cancel

```

This screen will allow the user to change the information stored in the SSN file. Changes can be made to the spelling of the Name/DOB, but it must match a record in the JIS case master file. If not, the record will not be updated. The SSN can also be updated from this screen.

Screen input edits are as follows:

- The Name/DOB combination must exist in the JIS Case Master File.
- The birth date must be a valid date, not blank or zeros.

Screen function keys are as follows:

F3=Exit   Exits SSN Maintenance and returns the user to the COLLECT System Customization Menu.

F12=Cancel   Exits SSN Maintenance and returns the user to the SSN name selection list.

System: 80. Customization
Maintenance: 8. SSN
Option 4=Delete

```
 D6000DMC                    SSN Maintenance              8/02/10  15:37:07

 Position to Name . . .  _____

 Type options, press Enter.
  2=Change    4=Delete

                                                  *---- Entry ----*
 Opt Name                              DOB        SSN      Date     User
   _ BELL/MARY/IDA                   12/22/71  195-78-0986  8/02/10 D6000DMC
   _ BENARD/CAROLYN/LYNN             10/22/67  171-63-2328  8/02/10 D6000DMC
   _ BOTELLO/JOSIE/FRANCIS           12/01/85  424-17-0932  8/02/10 D6000DMC
   _ BOWLING/PHILLIP/HOWARD          12/21/65  366-92-7588  8/02/10 D6000DMC
   _ BRACEY/DESTINY/MARIE            11/27/86  292-82-4422  7/14/10 D6000DMC
   _ BRACKETT/ROBERT/SCOTT            9/30/84  292-89-1131  7/14/10 D6000DMC
   4 BRACKETT/ROBERT/SCOTT            9/30/84  292-87-0065  4/05/10 D6000DMC
   █ BRADFORD/DONATUS/DEAN            1/13/76  292-91-2197  7/14/10 D6000DMC
   _ BRADFORD/ERICA/LYNNE             5/08/71  293-27-3830  7/14/10 D6000DMC
   _ BRADFORD/SHIRMEKA/REEANN         5/10/85  293-58-6309  7/14/10 D6000DMC
   _ BRAND/CURTIS/GRIFFIN             8/06/55  404-89-9053 10/24/08 D6000TED
   _ BREWER/HASSEL/WILLIAM III        7/31/76  529-14-6321 10/27/08 D6000TED
   _ BROWN/TONY/DANIEL                5/22/81  405-87-1600 10/28/08 D6000TED
                                                             More...
 F3=Exit   F6=Add   F12=Cancel
 Record has been deleted - BRACKETT/ROBERT/SCOTT.
```

Use caution when using this option, there will not be any verification screen displayed, the record will just get deleted. An information message will be displayed on the bottom of the screen confirming the delete.

Screen function keys are as follows:

F3=Exit   Exits SSN Maintenance and returns the user to the COLLECT System Customization Menu.

F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
Maintenance: 9. Stop Code

```
D6000DMC                    Stop Code Maintenance              6/01/12   16:26:32

Type codes, press Enter.
Stop
Code   Description/ROA Text
 A     Address Stop - Mail returned - bad address    <-Added-
           Address Stop Removed                          <-Removed-
 C     Show Cause Issued - Stop all COLLECT notice   <-Added-
           Restart COLLECT overdue notices               <-Removed-
 J     Stop Notices - judges relation                <-Added-
           Restart Notice - judge disowned               <-Removed-
 P     Case on PROBATION - Stop All COLLECT notice   <-Added-
           Case off Probation - Resume COLLECT notices   <-Removed-
 S     Reserved for COLLECT Stop Notice              <-Added-
           Start Notice Q004 & Q005                      <-Removed-
 W     Warrant Issued - Stop all COLLECT notices     <-Added-
           Warrant Recalled - Restart COLLECT notices    <-Removed-
 _     _____        <-Added-
           _____        <-Removed-
 _     _____        <-Added-
           _____        <-Removed-
                                                                  More...

F3=Exit   F12=Cancel
```

The Code Description also doubles as the ROA entry when adding and removing Stop Codes.

Stop Codes A & S are reserved for the COLLECT system and cannot be modified.

This screen will allow the user to maintain the Stop Code Description file. Your court will have the ability to define your own Stop Codes. Codes A-Z and 0-9 are available for definition with the exception of codes A and S. These codes are reserved for stop functions within the COLLECT system and will be protected from user modification. The Stop Code Description also doubles as the ROA text whenever a Stop Code is added or removed. The customized Stop Codes can be reported on by launching the Stop Code Report. (Reporting Menu option 12)

To add new codes, simply type the code and both descriptions and press enter. To remove or delete codes, simply blank out all three fields and press enter. To modify the code descriptions, just type over the existing description. (Changing the code description will not change Stop Code ROA text for those entries already enter or removed, only new entries from that point forward.)

Screen input edits are as follows:

- The Stop Code must be unique and have an "Added" and "Removed" description for the ROA entry. Any portion left blank, or duplicate codes will an edit error.

Screen function keys are as follows:

> F3=Exit   Exits Stop Code Maintenance and returns the user to the COLLECT System Customization Menu.
>
> F12=Cancel   This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Appendix
"Q" Codes Generated by COLLECT - JIS Register of Action

The following table is a list of all the "Q" codes generated by the COLLECT system that are used to create ROA entries back to the JIS system. These "Q" codes can be used as events when designing JIS reports using the Report Generator.

```
CODE EXT   CODE DESC 1   CODE DESC 2

  Q001     ADD PAY PLAN  THIS CASE ADDED TO PAYMENT PLAN (START DATE)
  Q002     CHG PP START  CHANGED PAYMENT PLAN START DATE TO
  Q003     CHG PP FREQ   CHANGED PAYMENT FREQUENCY TO
  Q004     STOP PP STMT  STOP SENDING OVERDUE PAYMENT NOTICE
  Q005     START PP STM  START SENDING OVERDUE PYMT NOTICE
  Q006     CHG PP AMT    PAYMENT AMOUNT CHANGED FOR CASE (CASE ID/AMOUNT)
  Q007     CHG PP PTY    PARTIAL PAYMENT PRIORITY CHANGE TO  (CASE ID/AMOUNT)
  Q008     REMOVED PP    THE LISTED CASE WAS CLOSED & REMOVED FROM PP (CASE ID)
  Q009     ADD PP OTHER  OTHER CASES ADDED TO PP AGREEMENT (CASE ID/AMOUNT)
  Q010     STMT SENT     OVERDUE PAYMENT STATEMENT SENT (STMT DATE/NBR-TOTAL $ AMT)
  Q011     REMOVED PP    THE LISTED CASE WAS MANUALLY REMOVED FROM PP (CASE ID)
  Q013     WARRANT LTR   OVERDUE PAYMENT ON WARRANT CASE(S) LETTER SENT
  Q014     PROB LTR SNT  OVERDUE PAYMENT ON PROBATION CASE(S) LETTER SENT
  Q015     NOTF LTR SNT  OVERDUE PAYMENT NOTIFY LETTER SENT(LETTER DATE/TEXT NBR/TOTAL DUE)
  Q016     PP FREQ DAYS  PAYMENT PLAN FREQUENCY DAYS SET TO:
  Q017     STMT OTHER    OVERDUE PAYMENT STATEMENT SENT  (Not for this case)
  Q018     LETTER OTHER  OVERDUE PAYMENT NOTIFY LETTER SENT  (THIS CASE WAS NOT INCLUDED)
  Q019     STMT REPRINT  OVERDUE PAYMENT STATEMENT REPRINTED
  Q020     STMT REPR EX  OVERDUE PAYMENT STATEMENT REPRINTED   (Not for this case)
  Q021     ADD PAY PLAN  THIS CASE ADDED TO PAYMENT PLAN (Date of Agreement)
  Q022     ADD PP OTHER  PAYMENT PLAN CREATED - Date of Agreement  (NOT FOR THIS CASE)
  Q023     CHG PAY PLAN  PAYMENT PLAN PARAMETERS WERE CHANGED
  Q024     DEL PAY PLAN  **** PAYMENT PLAN HAS BEEN DELETED ****
  Q025     PAY PLAN SAT  ** PAYMENT PLAN HAS BEEN SATISFIED AND TERMINATED **
  Q027     COL AGY EXTR  THIS CASE EXTRACTED TO A COLLECTION AGENCY
  Q028     PP TRM OTHER  ** PAYMENT PLAN SATISFIED AND TERMINATED **  (NOT FOR THIS CASE)
  Q030     TXGARN FILED  WRIT FOR TAX GARNISHMENT FILED
  Q031     REMIT PRIS    ORDER TO REMIT PRISONER FUNDS PRINTED AND FILED
  Q032     SATIS OF OBL  SATISFACTION OF OBLIGATION FOR REMIT PRISONER FUNDS PRINTED AND FILED
  Q033     WAG ASN FIL   WAGE ASSIGNMENT HAS BEEN FILED BY THE COURT
  Q034     WAG CNL FIL   WAGE ASSIGNMENT HAS BEEN CANCELLED BY THE COURT
  Q035     COLL RESET    COLLECT STATEMENT LEVEL HAS BEEN RESET
  Q036     WAGASN OTHER  WAGE ASSIGNMENT ISSUED ON OTHER CASE
  Q037     WGAS CNL OTH  WAGE ASSIGNMENT ON OTHER CASE HAS BEEN CANCELLED BY THE COURT
  Q038     DISCL RECVD   DISCLOSURE RECEIVED FROM TREASURY ON TAX GARNISHMENT
  Q039     F DISCL RCVD  FINAL DISCLOSURE RECEIVED FROM TREASURY ON TAX GARNISHMENT
```